

Finance Module

Capital



USER MANUAL

Version 1.0.1

DISCLAIMER

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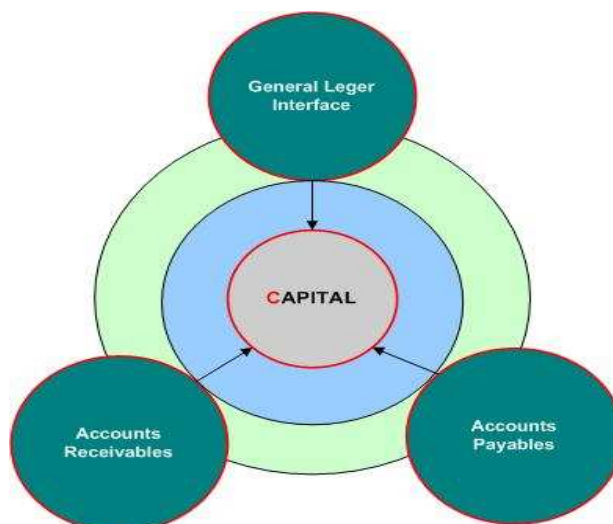
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1. Introduction

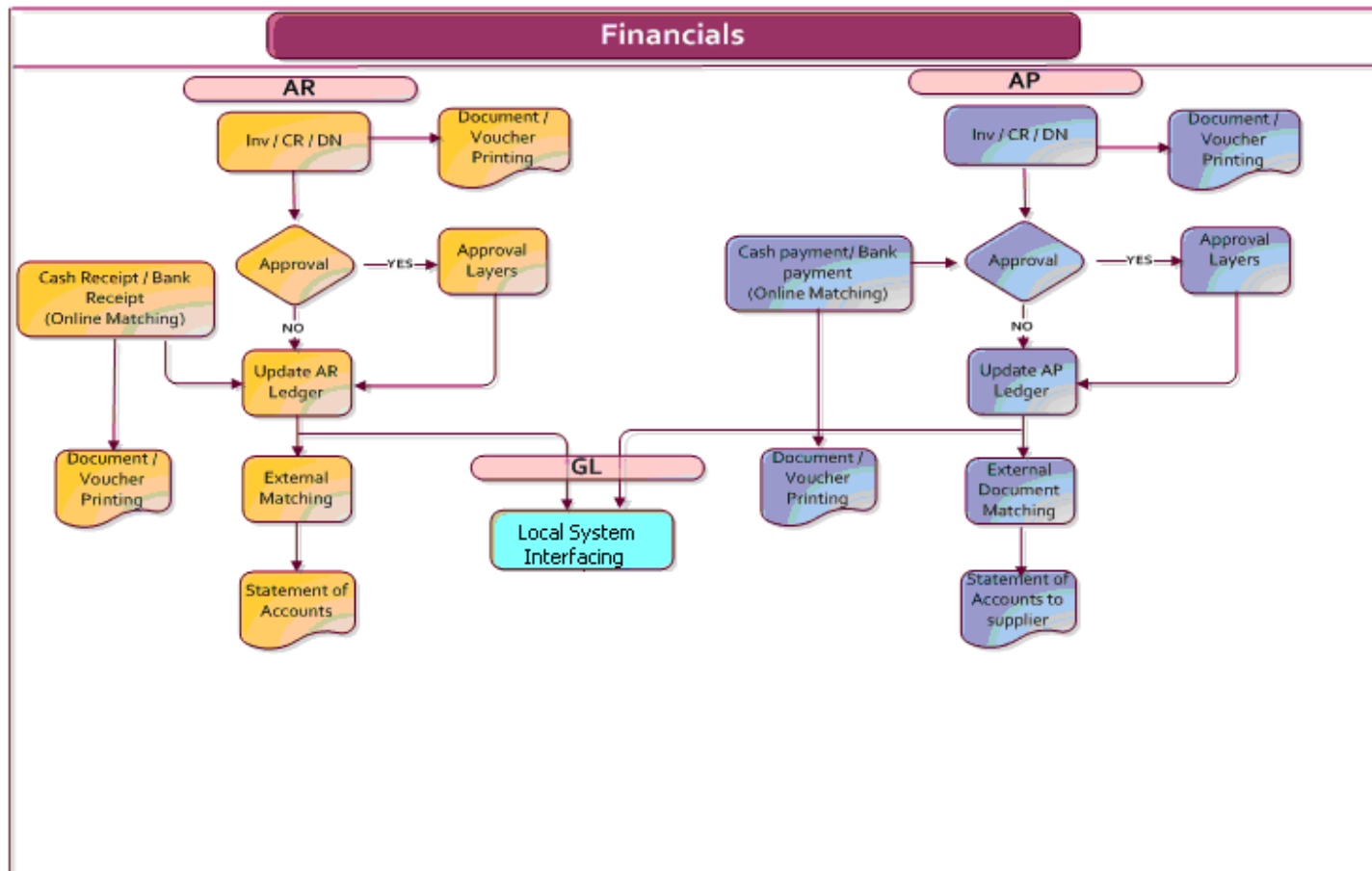
CAPITAL is a comprehensive Financial Management solution built to offer a cost-effective solution for managing and integrating every financial and accounting aspects of the company. The primary objective of the package is to provide concrete accounting information for making sound business decisions for the shareholders, creditors and various other business associates. It provides detailed financial management options that range from general ledger interfacing, accounts payable and accounts receivable modules to reporting and easy reconciliation.

The **CAPITAL** Financial and Accounting system has got **three** basic modules.



The **CAPITAL** system provides a broad range of flexible, customizable analytics, reporting, and budgeting options to meet the company's needs--from advanced consolidation analysis to the simplest reporting requests. Its applications tap into one of the most powerful reporting and analysis tools available--providing real-time insight into the critical information needed for smarter, faster business decisions.

2. High Level Architecture



3. Processes

3.1. General Ledger Interface

This is the interfacing module of the **Capital** & the local system (Which ever is available with the user's company)

This module will provide the required details to the local system

This interface can be done as per the existing layouts in **Capital** or as per the user provided layouts

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GL Master – GL0030

Existing COA (Chart of Accounts) of the company will be interfaced using the below entry screen

Once the GL master is created, then the corresponding GLs will be linked for the invoice/receipt positngs

The screenshot shows the 'GL Master' window with the title bar '- [GL Master]'. The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for file operations and data entry. The window displays the following fields:

- G/L Code: [Empty text box]
- Segment Code: [Empty text box]
- Description: [Empty text box]
- Main Account: NULL [Empty text box]
- Sub Account: NULL [Empty text box]
- Description: [Empty text box]
- G/L Type: Header [Dropdown menu]
- Main Account Type: Assets [Dropdown menu]
- Notes If any: [Empty text box]

At the bottom, there is a status bar with the text 'Enter value for G/L Code', 'Record: 1/1', and navigation buttons '<OSC>' and '<DBG>'.

3.2. Accounts Receivable Module

Setting Up the Accounts Receivable Package

In order to perform any transaction on the AR customers, it is necessary that the AR package be set up by defining the masters and other configurations in accordance with the company's business processes.

Group Master – AR0020

This form is used to define the various AR (Debtor) groups the User will be dealing with in business. By defining group level settings, the system will retrieve those details whenever a transaction is done on the customer belonging to that group.

The screenshot shows a software window titled "[Receiveable Group Definition]". It has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu is a toolbar with various icons. The window displays a table with four columns: "Group", "Description", "Account Code", and "Description". The table contains several rows of data, including "CARD", "CC0001", "DEBTOR", "INT", "LAYBYE1", and "LAYBYE". Each row has a small icon to its right. At the bottom of the window, there is a status bar with the text "Enter value for Group:", "Record: 1/6", and buttons for "<QSC>" and "<DBG>".

Group	Description	Account Code	Description
CARD	CREDIT CARD	10010601	TRADE DEBTORS
CC0001	CREDIT CARD COLL	0010010201320	DEBTOR
DEBTOR	Debtor	0010010201320	DEBTOR
INT	INT	0010010201320	DEBTOR
LAYBYE1	LAYBYE1 GROUP	0010010201320	DEBTOR.AC
LAYBYE	laybye Account	0010010201320	DEBTOR.AC

The screenshot shown above is that of the AR Group Master – AR0020.

This form makes it possible to categorize the Debtors or AR Customers by location, purchasing power, loyalty or by any other user defined classification.

AR Control definition – AR0010

Once the AR Groups are created in the AR Group Master – AR0020, the User has to define the controls that ought to be levied upon the groups. The form, AR Control Definition – AR0010, facilitates this. Below is the screen sample of the AR Control Definition form. This screen not only sets the limits and clearance accounts for a group (which will be set as the default group), but also helps configure the parameters that will be displayed while generating analysis reports.

The screenshot shows the 'AR Control Definition' window (AR0010) in the Information Dynamics system. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar with various icons. The user is logged in as 'SUPER USER'.

The form contains the following fields and sections:

- Information Dynamics** (header)
- Default Group:** DEBTOR (with a selection icon and a dropdown menu showing 'Debtor')
- Last Posted:** 30-JAN-2003 (with a selection icon)
- Matching Order:** Document Date (dropdown menu)
- Current Open Year:** 2003
- Current Open Period:** 1
- Analysis Head** section with two columns of input fields:
 - Column 1: 1:, 2:, 3:, 4:, 5:
 - Column 2: 6:, 7:, 8:, 9:, 10:

At the bottom, there is a status bar with the text 'Enter value for Default Group', 'Record: 1/1', and 'List of Values' with buttons for '<DSC>' and '<DBG>'.

Take a look at the table in the next page to get a better understanding on the purpose of the different fields in the form.

Fields	AR0010 – AR Control Definition	
Default Group	A group selected from the LOV set as default which is retrieved from the AR Group Master.	
Last Posted	This will be updated by the system and hence no user interaction is necessary. Basically, it displays the date on which the most recent posting was done on for the group.	
Matching Order	Document Type	These different options help the User set the matching screen that will appear while doing the AR matching.
	Document Date	
	Other Reference No.	
	Amt – Descending Order	
	Amt – Ascending Order	
Current Open Year / Period	This will also be updated by the system simultaneously and always indicates the year/period which is currently open for transactions.	
Analysis Head	A set of 10 parameters used as criteria for analysis and label headers on the report generated thereby.	

AR Analysis Master – AR0230

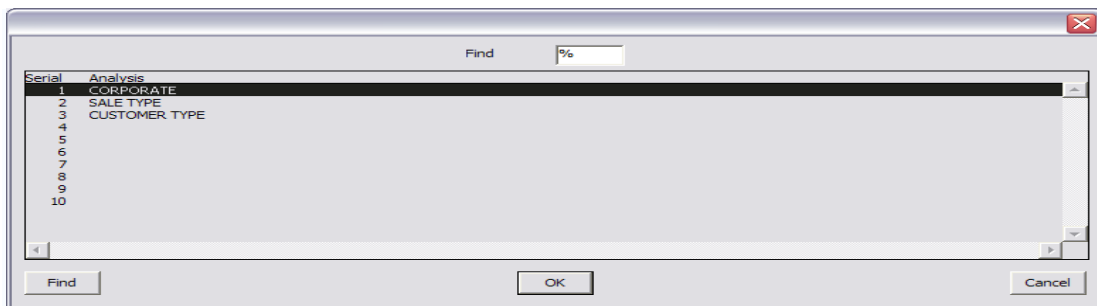
The ten analysis header fields in the AR Control Definition – AR0010 can be further subdivided using the AR Analysis Master. Thus, if defined, the User will be able to generate more detailed analysis reports.

The screenshot shows the 'AR Analysis Master' window (AR0230) with the following components:

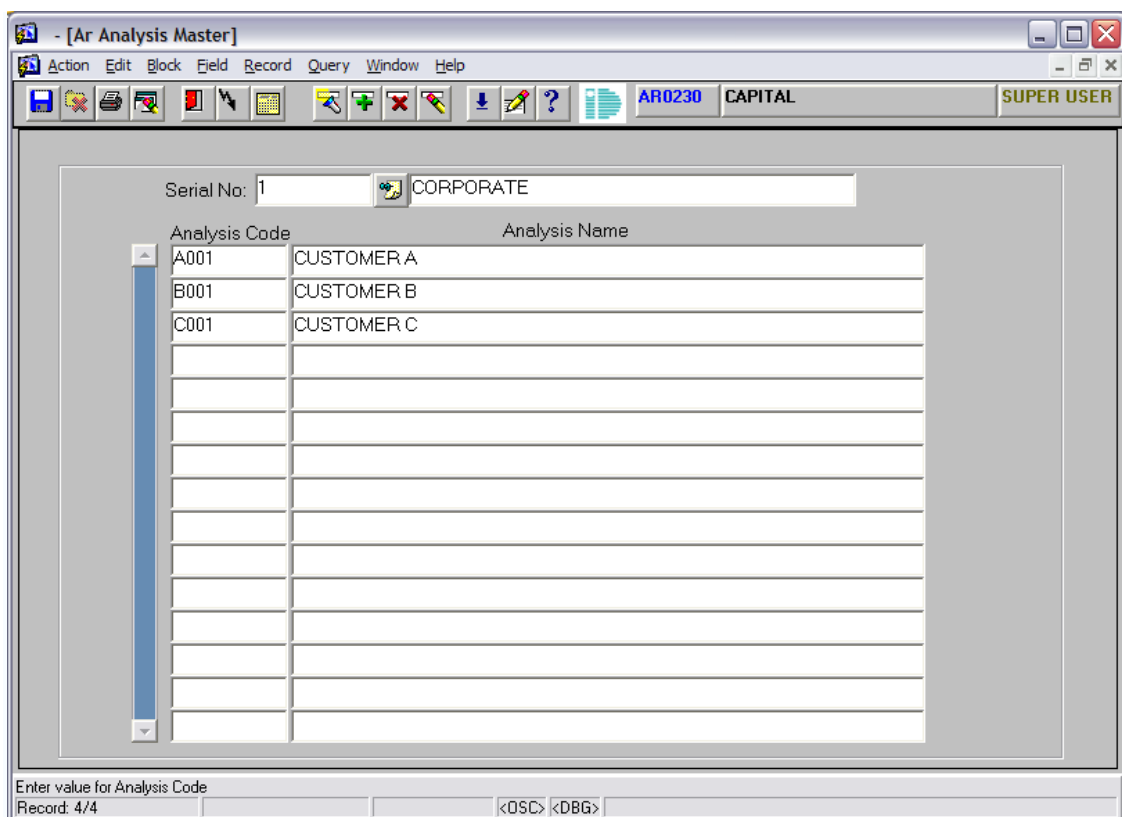
- Title Bar:** - [Ar Analysis Master]
- Menu Bar:** Action, Edit, Block, Field, Record, Query, Window, Help
- Toolbar:** Includes icons for file operations, editing, and a 'List of Values' (LOV) button.
- Form Fields:**
 - Serial No.:** A text field with a small LOV button next to it.
 - Table:** A table with two columns: 'Analysis Code' and 'Analysis Name'. The table has 10 rows.
- Status Bar:** Record: 1/1, List of Values, <OSC>, <DBG>

1. Click on the LOV button next to the Serial No. field to get the list of the Analysis heads defined in the AR Control definition.

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2. Select one from the list and hit Enter or click OK. This Analysis Head will get displayed in the AR Analysis Master screen.
3. Then Enter the Analysis Codes and Names that is required in the rows provided.
4. Click on **Save** button to save the details specified.



AR Master – AR0060

To record the details of the Accounts Receivable Customers, the AR Master – AR0060 is used. This screen will also help in setting up the limits and other details for that particular AR customer.

The screenshot displays the 'AR Master - AR0060' window. The title bar indicates the window name and standard OS controls. The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for file operations and data management. The main area is divided into two sections. The top section contains input fields for Customer Code, Customer Name, P.O. Box, Address Line 1, Address Line 2, Address Line 3, Telephone, and FAX. To the right of these fields are fields for Telex, E-MAIL, Receivable Type (set to Cash), Status (set to Normal), Limit Type (set to No Limit), Limit Amount (set to 0), Add Up %, Final Limit, Credit Days (set to 0), and Balance (set to 0). Below the input fields are three buttons: Additional Currency, Group Details, and Analysis Details. The bottom section features a table with four columns: Group Code, Description, Account, and End User Description. The table has five rows, each with a small icon in the Group Code column. At the bottom of the window, there is a status bar with the text 'Enter value for Customer Code', 'Record: 1/1', and buttons for 'List of Values', '<OSC>', and '<DBG>'.

Group Code	Description	Account	End User Description

This screen also stores the additional currency details, the AR group details, Analysis details and also the license details of the AR customer.

Fields	AR0060 – AR Master
Customer Code	A code entered by the User to identify the AR customer. It must be unique.
Customer Name	Name of the AR Customer
P.O.BOX/ Address (1-3) / Telephone / Fax /Telex /Email	Contact details of the AR customer
Contact Person	Name of a person to contact when the customer is not reachable.
Receivable Type	The type of receivable expected from the customer – Cash, Cheque, Both, Telex Transfer, Draft.
Status	The status of the AR Customer Account – Normal, Receipts only, Black Listed
Limit Type	The type of limit imposed – Fixed limit, No Limit
Limit Amount	The maximum amount above which the receivable is not supposed to exceed for that particular customer.
Add Up %	The tolerance percentage above the set limit that the system can allow.
Final Limit	This is calculated by the system based on the limit amount and the add up percentage set.
Credit Days	The number of days given to the customer to payback
Additional Credit Days	This is a grace period set for the customer to payback when the credit days are over.
Balance	Depends on the AR transactions and will get displayed automatically. Initially it will be zero.
Additional Currency	This button will show the fields required to record additional currency details for the AR customer
Group Details	This button will show the fields required to record Group details of the AR customer
Analysis Details	This button will show the fields required to record analysis details for the AR customer

The AR Master is one of the most important masters as it contains important information on Customers required for the different AR transactions.

A new AR customer can be created by following these steps:

- 1.** Click on the Insert button to enable the fields for editing to add the new customer details.
- 2.** Enter a unique customer code that will help identify the customer. If the User enters an already existing customer code, the system will alert the User.
- 3.** Enter the name and contact details of the new AR customer in the fields provided.
- 4.** Enter the name of a person who could be contacted when the AR customer is not reachable.
- 5.** Select the Receivable payment type from the list available.
- 6.** Select the Limit type to be imposed on the AR customer. If the User selects 'No Limit', the AR customer will be free to make purchases for an unlimited amount. Instead, if 'Fixed Limit' is selected, the AR customer will be able to buy items not more than a fixed limit set by the User.
- 7.** If the User had selected the limit type as fixed, the User will have to specify the Limit amount.
- 8.** Next specify the Add up % which is nothing but the tolerance percentage of the limit set, wherein the AR customer can

purchase above the specified limit. For e.g., if the % defined is 5% and the limit specified was AED10000, then the system would allow up to AED10500. Based on this %, the final limit will be automatically calculated.

- 9.** Next enter the credit days allowed. For e.g., if the AR customer is given a period of 30 days to payback the amount owed, then the ageing would start calculating from the 31 Day as due .
- 10.** If the AR customer pays in different currencies, click the Additional Currency button to specify the additional currency details in the grid that gets displayed.
- 11.** The User can also specify the group details for the AR customer by clicking on the Group Details button. The LOV button will fetch a list of groups already defined in the AR Group Master.
- 12.** Click on the Analysis Details button to add analysis details specific for that AR customer.

NOTE: AR master will be interfaced with the Customer master in the CMS module, once the customer is created then the same details can be captured to the AR master. This can be done from the financial updation program which is available in the CMS module

Voucher Entry – AR0070

Whenever an Accounts Receivable Transaction is done, a voucher needs to be generated. To record an Accounts receivable entry, the Voucher Entry – AR0070 is used. As a pre –requisite, the Receivable Voucher document type must be defined in the Document Type Master – C00050.

Document Type:

AR Code:

AR Group:

Amount Details:

Currency:

Exchange Rate: Foreign Amount:

Base Amount:

Narration:

☐ Send For Approval

Allocation Total: More Details Total:

Reference Details:

System:

Other:

Date Details:

Document Date: 16-DEC-2007

G/L Date: 16-DEC-2007

Age Date: 16-DEC-2007

Due Date: 16-DEC-2007

Allocation Details:

Allocation Code	Currency Code	Exchange Rate	Foreign Amt	Local Amt	Narration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details

Enter value for Document Type

Record: 1/1

List of Values <OSC> <DBG>

On successful voucher creation, a receivable voucher reference is automatically generated by the system.

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The Voucher Entry form has a number of parameters and controls that can be specified. Look at the table in the next page to understand these parameters and controls.

AR0070 – Voucher Entry	
Fields	
Document Type	The document type required for the current AP transaction
AR Code	Accounts Receivable Code
AR Group	The receivable group the customer belongs to
Other Reference	Additional details for reference to this voucher.
Currency	Currency in which the transaction is done.
Exchange Rate	The exchange rate of the currency selected.
Foreign Amt	Foreign currency Amount.
Local Amount	Local currency Amount.
Document date	Voucher Creation Date.
GL Date	GL Posting date.
Age Date	Date on which the payment amount begins to age.
Due Date	Date on which the amount gets due for payment.
Narration	Area used for adding up comments or remarks
Send For Approval / Entry Completed	Either of the two may appear on the screen based on the document type setting for the particular JV type
Allocation Details	Allocation details for the amount are specified here.

To record a receivable voucher entry,

1. First select the document Type by clicking on the LOV button.

Doc Type	Doc Name
RCR	RECEIVABLE CREDIT NOTE
RDR	RECEIVABLE DEBIT NOTE
RIN	RECEIVABLE INVOICE

2. Next select the AR Customer Code and group using the LOV buttons.
3. The User can then enter any additional reference details, if required.
4. Next specify the current transaction's currency details.
5. Specify the date details.
6. Enter the narration for that particular receivable transaction.

Document Type		Reference Details	
RIN	RECEIVABLE INVOICE	System:	RIN07000001
AR Code: A001	CUSTOMER A	Other:	Null
AR Group: TRDRSLOC	TRADE DEBTORS		

Amount Details		Date Details	
Currency: AED	ARAB EMIRATE DIRHAMS	Document Date:	22-AUG-2007
Exchange Rate: 1	Foreign Amount: 10000	G/L Date:	22-AUG-2007
	Base Amount: 10000	Age Date:	30-AUG-2007
		Due Date:	29-AUG-2007

Allocation Details	
Allocation Total	10000

7. *Click on Send for Approval or Entry Completed

*The User can see the display against the check box as either 'Send for approval' or 'Entry Completed'.

While creating the document type master if the User specify that this document requires approval, then once the User complete this document the User have to click the check box so that it will be received by the person who is suppose to approve it. If it is 'Send for Approval', it means that the voucher requires approval and 'Entry Completed' means it does not require any approval. In both the cases, the User will have to click the check box so that the voucher can get created. If the User don't click the check box, then it will still be available for modification.

8. Finally enter the allocation details required.

Allocation Details:							
Allocation Code	Currency Code	Exchange Rate	Foreign Amt	Local Amt	Narration		
INCOME_GL	AED	1	10000	10000	Allocation Details	Nothin Special	
					Allocation Details		
					Allocation Details		
					Allocation Details		
					Allocation Details		

Enter value for Document Type
Record: 3/3 List of Values <OSC> <DBG>

9. Click on Allocation Details button if the User wish to specify the GL Account code and other related details.

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The screenshot shows the [Receivable Voucher Entry] window. The title bar includes the text "[Receivable Voucher Entry]". The menu bar contains "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". The toolbar includes icons for file operations and a status bar at the bottom shows "AR0070", "CAPITAL", and "SUPER USER".

Allocation Details

Branch: DUBAI
GL Account: 60030202

Account Code: 60030202
SCRAP SALES

GL Details

Main Account: NULL
Sub Account: NULL

Details:

040001

07-APR-2007
07-APR-2007
07-APR-2007
28-APR-2007

More Details

Narration
JOURNAL VOU

Allocation Details
Allocation Details
Allocation Details
Allocation Details

Enter value for Detail - 1
Record: 1/1

List of Values <OSC> <DBG>

- 10.** The More Details will help the User add more specific allocation details.

The screenshot shows the "More Details" section of the window. It includes a table for "Allocation Details" with columns: Description, U.O.M., Rate, Quantity, Currency, Exchange Rate, and Foreign A. The table has 5 rows. The status bar at the bottom shows "Enter value for Description", "Record: 1/1", and "<OSC> <DBG>".

Allocation Total: 1200

More Details Total:

More Details

Allocation Details:

Description	U.O.M.	Rate	Quantity	Currency	Exchange Rate	Foreign A

Enter value for Description
Record: 1/1

<OSC> <DBG>

If the receivable voucher was set to get an approval, it will get listed here in this AR Voucher Approval – AR0200 form.

Approved By	Document Type	Document Number	Status
RAO	PIN	PIN07030001	Pending
			Pending
			Approved
			Not Approved

2. Add notes if necessary.
3. Scroll to the right and enter the received date.

Approved By	Status	Notes	Received Date	Details
RAO	Pending	SAMPLE	22-AUG-2007	Details
				Details

4. If the User wish to view the details of the voucher, click the Details button which will take the User to the Voucher Entry screen with all details displayed for viewing.

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The screenshot shows a software window titled "[Receiveable Voucher Entry]". The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains icons for file operations and a status bar shows "AR0070", "Information Dynamics", and "SUPER USER".

Document Type: Fields for Document Type, AR Code, and AR Group.

Reference Details: Fields for System (highlighted in yellow) and Other.

Amount Details: Fields for Currency, Exchange Rate, Foreign Amount, and Base Amount.

Date Details: Fields for Document Date, G/L Date, Age Date, and Due Date, all set to 16-DEC-2007.

Allocation Details: A table with columns: Allocation Code, Currency Code, Exchange Rate, Foreign Amt, Local Amt, and Narration. It includes a "Send For Approval" checkbox and summary fields for "Allocation Total" and "More Details Total".

Allocation Code	Currency Code	Exchange Rate	Foreign Amt	Local Amt	Narration
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type
Record: 1/1
List of Values: <OSC> <DBG>

The User can click exit to go back to the AR Voucher Approval screen.

5. Click on Save button to confirm the approval setting.

Receivable Voucher Confirmation – AR0080

All approved documents are shown here. Select documents which are to be confirmed and save settings.

AR Code	Document Type	Document Number	Document Date	Local Amount	Select
					<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Enter value for AR Code
Record: 1/1
<OSC> <DBG>

The Receivable voucher confirmation screen helps double check transaction details.

AR Voucher Reversal – AR0180

The AR Voucher Reversal – AR0180 screen is used to record reversal transactions on an earlier receivable transaction. The AR voucher reversal document must be defined using the Document Type Master – C00050 and linked to the AR Voucher document using the Voucher Reversal Link – C00120.

Document Number: AR Code:

Document Type:

Base Document Type:

Old G/L Date: Other Reference:

Old Document Date: Reversal Type:

Document Date:

G/L Date:

Notes:

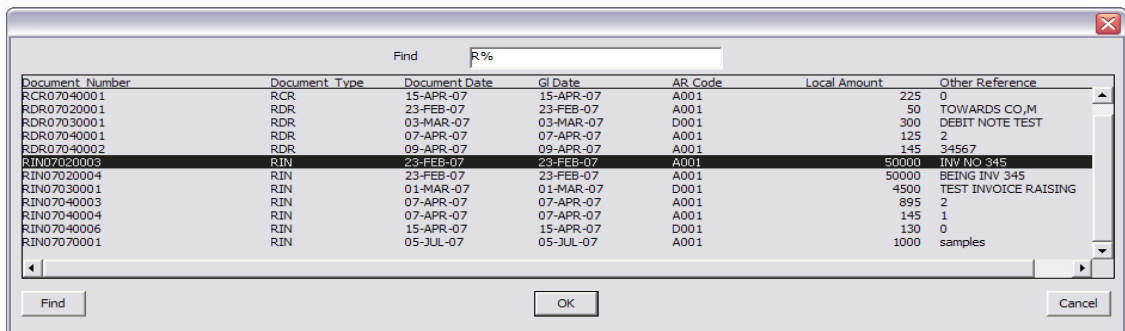
Process

Enter value for Document Number
Record: 1/1 List of Values <OSC> <DBG>

The User can do an AR Voucher reversal only for existing AR Vouchers.

To do an AR Voucher reversal,

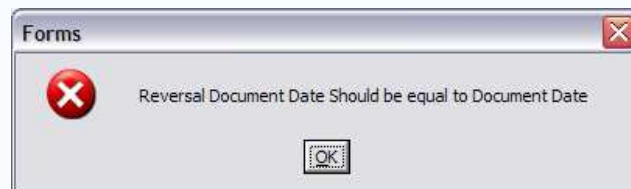
1. Enter or select the AR voucher document by clicking on the LOV button found next to the Document Number field. When selected, the details get populated automatically.



The screenshot shows a window titled 'Find' with a search bar containing 'R%'. Below the search bar is a table with the following columns: Document Number, Document Type, Document Date, GL Date, AR Code, Local Amount, and Other Reference. The table contains several rows of data, including documents of type RCR, RDR, and RIN.

Document Number	Document Type	Document Date	GL Date	AR Code	Local Amount	Other Reference
RCR07040001	RCR	15-APR-07	15-APR-07	A001	225	0
RDR07020001	RDR	23-FEB-07	23-FEB-07	A001	50	TOWARDS CO,M
RDR07030001	RDR	03-MAR-07	03-MAR-07	D001	300	DEBIT NOTE TEST
RDR07040001	RDR	07-APR-07	07-APR-07	A001	125	2
RDR07040002	RDR	09-APR-07	09-APR-07	A001	145	34567
RIN07020003	RIN	23-FEB-07	23-FEB-07	A001	50000	INV NO 345
RIN07020004	RIN	23-FEB-07	23-FEB-07	A001	50000	BEING INV 345
RIN07030001	RIN	01-MAR-07	01-MAR-07	D001	4500	TEST INVOICE RAISING
RIN07040003	RIN	07-APR-07	07-APR-07	A001	895	2
RIN07040004	RIN	07-APR-07	07-APR-07	A001	145	1
RIN07040006	RIN	15-APR-07	15-APR-07	D001	130	0
RIN07070001	RIN	05-JUL-07	05-JUL-07	A001	1000	samples

2. Enter the reversal Document Date and GL posting date. These dates must be equal to the voucher document and GL dates respectively or else an error message will get displayed as shown below.



3. Add any notes if required and then click on Process to do the reversal.

Capital

- [AR Voucher Reversal]

Action Edit Block Field Record Query Window Help

AR0180 CAPITAL SUPER USER

Document Number: RIN07020003 AR Code: A001

Document Type: RIN RECEIVABLE INVOICE

Base Document Type: INVOICE

Old G/L Date: 23-FEB-2007 Doc.Local Amount: 50000

Old Document Date: 23-FEB-2007 Other Reference: INV NO 345

Document Date: 23-FEB-2007 Reversal Type: RRIN

G/L Date: 23-FEB-2007

Notes: For the sake of demonstration

Process

Enter value for Notes

Record: 1/1 <OSC> <DBG>

AR Voucher Cancellation – AR0050

Use this screen to cancel any AR Voucher entry created earlier.

- [Voucher Cancellation]

Action Edit Block Field Record Query Window Help

AR0050 Information Dynamics SUPER USER

Document Number: Document Type:

Cancellation Remarks:

WARNING:

THIS DOCUMENT NUMBER CAN NOT BE USED IN FUTURE.

PLEASE CLICK AND THEN USE THE SAVE BUTTON TO SAVE.

Record: 1/1 List of Values <DSC> <DBG>

Enter or select the document number of the required AR voucher and enter the cancellation remarks. Then click OK to cancel the AR Voucher Entry.

Cash Receipt – AR0091

Whenever an Accounts Receivable Customer makes cash payment, a cash receipt needs to be generated. For this purpose, the Cash Receipt – AR0091 is used. As a pre-requisite, the document type must be pre defined in the Document Type Master – C00050.

Document Type: **Bank Code:**

Reference Details:
Document Number:
Other Reference:

Currency Details:
Currency code: **Exchange Rate:**
Foreign Amount: **Base Amount:**

Date Details :
Document Date: 16-DEC-2007
G/L Date: 16-DEC-2007

Additional Information:
Narration:
Notes:
Allocation Total:

Allocation Details:

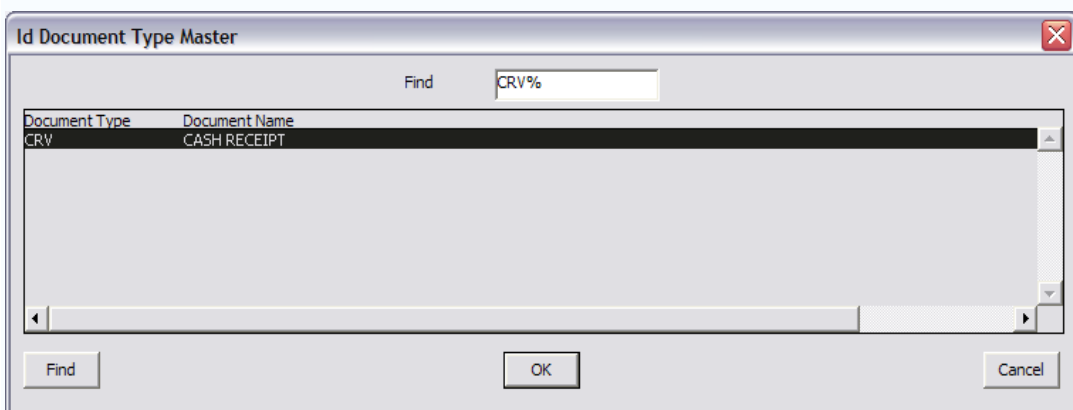
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type - list of values available
Record: 1/1
List of Values <OSC> <DBG>

Fields those were not explained earlier will only be explained. The User can take a look at the table in the section Voucher Entry – AR0070 for some information.

To generate a cash receipt for the payment made by the AR Customer,

1. First select the document Type by clicking on the LOV button. Usually the document type selected is the Cash Receipt Voucher which must be pre defined in the Document Type Master.



2. Next select the Bank Code using the LOV button.
3. The User can then enter any additional reference details, if required.
4. Next specify the current transaction's currency details.
5. Specify the date details.
6. Enter the narration for that particular receivable transaction and also specify the name of the person from whom the cash was received.
7. *Click on Send for Approval or Entry Completed

*The User can see the display against the check box as either 'Send for approval' or 'Entry Completed'.

While creating the document type master if the User specify that this document requires approval, then once the User complete this document the User have to click the check box so that it will be received by the person who is suppose to approve it. If it is 'Send for Approval', it means that the voucher requires approval and 'Entry Completed' means it does not require any approval. In both the cases, the User will have to click the check box so that the voucher can get created. If the User don't click the check box, then it will still be available for modification.

8. Finally enter the allocation details required.

Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
AR	AED	1	750	750	Allocation Details Demo
	AED				Allocation Details Demo
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Allocation - list of values available
Record: 2/2 List of Values <OSC> <DBG>

9. Click on Allocation Details button if the User wish to specify the GL Account code and other related details. This screen will have fields that were defined in the corresponding masters. Once the User have completed entering details, Click on Go Back button to go to the main screen or simply hit Enter.

10. Now click on Save button to generate the Cash Receipt. A Cash Receipt reference code is also created by the system.

Take a look at a sample Cash Receipt CRV07080001 generated for the AR customer AR001.

Bank Receipt – AR0092

Whenever an Accounts Receivable Customer makes Cheque payment, a Bank receipt needs to be generated. For this purpose, the Bank Receipt – AR0092 is used. As a pre-requisite, the document type must be pre defined in the Document Type Master – C00050.

The screenshot shows the 'Bank Receipt' form (AR0092) in the Information Dynamics software. The form is titled '[Bank Receipt]' and includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The user is logged in as 'SUPER USER'.

Reference Details:

- Document Type: [Field]
- Bank Code: [Field]
- Document Number: [Field] (highlighted in yellow)
- Other Reference: [Field]

Currency Details:

- Currency code: [Field]
- Exchange Rate: [Field]
- Foreign Amount: [Field]
- Base Amount: [Field]

Date Details:

- Document Date: 16-DEC-2007 [Field]
- G/L Date: 16-DEC-2007 [Field]

Cheque Details:

- Cheque Number: [Field]
- Cheque Date: 16-DEC-2007 [Field]
- Clearance: 16-DEC-2007 [Field]
- Drawer Branch: [Field]
- Drawer Account: [Field]

Allocation Details:

Narration: [Field] Allocation Total: [Field]

Notes: [Field]

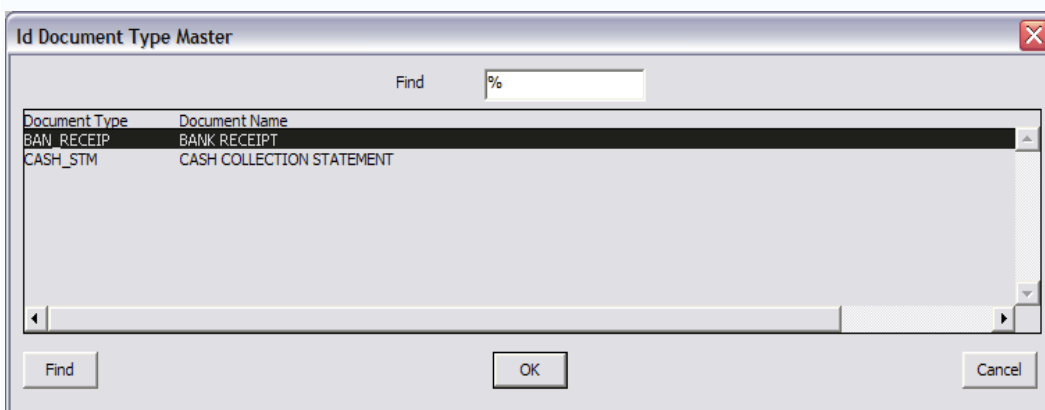
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details

Enter value for Document Type - list of values available
Record: 1/1 List of Values <OSC> <DBG>

Fields those were not explained earlier will only be explained. The User can take a look at the table in the section Voucher Entry – AR0070 for some information.

To generate a Bank receipt for the Cheque payment made by the AR Customer,

1. First select the document Type by clicking on the LOV button. Usually the document type selected is the Bank Receipt Voucher which must be pre defined in the Document Type Master.



2. Next select the Bank Code using the LOV button.
3. The User can then enter any additional reference details, if required.
4. Next specify the current transaction's currency and amount details.
5. Specify the date details.
6. Enter the Cheque details.
7. Enter the narration for that particular AR transaction.

- [Bank Receipt]

Window

AR0100 Test USer SUPER USER

Document Type: BAN_RECEI BANK RECEIPT

Bank Code: CITI CITI BANK

Reference Details:

Document Number: [Yellow Highlighted]

Other Reference:

Currency Details:

Currency code: ZAR RAND

Exchange Rate: 1

Foreign Amount: 1000

Base Amount: 1000

Date Details:

Document Date: 22-AUG-2007

G/L Date: 22-AUG-2007

Cheque Details:

Cheque Number: 09276490870

Cheque Date: 30-AUG-2007

Clearance: 31-AUG-2007

Drawer Branch: NED BANK / CAPETOWN

Drawer Account: 564566576756667

Narration: Demo

Notes: Demo

Allocation Total: 1000

8. *Click on Send for Approval or Entry Completed

*The User can see the display against the check box as either 'Send for approval' or 'Entry Completed'.

While creating the document type master if the User specify that this document requires approval, then once the User complete this document the User have to click the check box so that it will be received by the person who is suppose to approve it. If it is '**Send for Approval**', it means that the voucher requires approval and '**Entry Completed**' means it does not require any approval. In both the cases, the User will have to click the check box so that the voucher can get created. If the User don't click the check box, then it will still be available for modification.

9. Finally enter the allocation details required.

Allocation Details:						
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount		Narration
AR	ZAR	1	1000	1000	Allocation Details	Demo
					Allocation Details	
					Allocation Details	
					Allocation Details	
					Allocation Details	

Enter value for Allocation - list of values available
 Record: 2/2 List of Values <OSC> <DBG>

- 10.** Click on **Allocation Details** button if the User wish to specify the GL Account code and other related details. This screen will have fields that were defined in the corresponding masters. Once the User have completed entering details, Click on Go Back button to go to the main screen or simply hit Enter.
- 11.** Now click on **Save** button to generate the Bank Receipt. A Bank Receipt reference code is also created by the system.

Receipt Reversal – AR0270

The Receipt Reversal – AR0270 screen is used to record reversal transactions on an earlier receivable transaction. The Receipt reversal document must be defined using the Document Type Master – C00050 and linked to the Receipt documents using the Voucher Reversal Link – C00120.

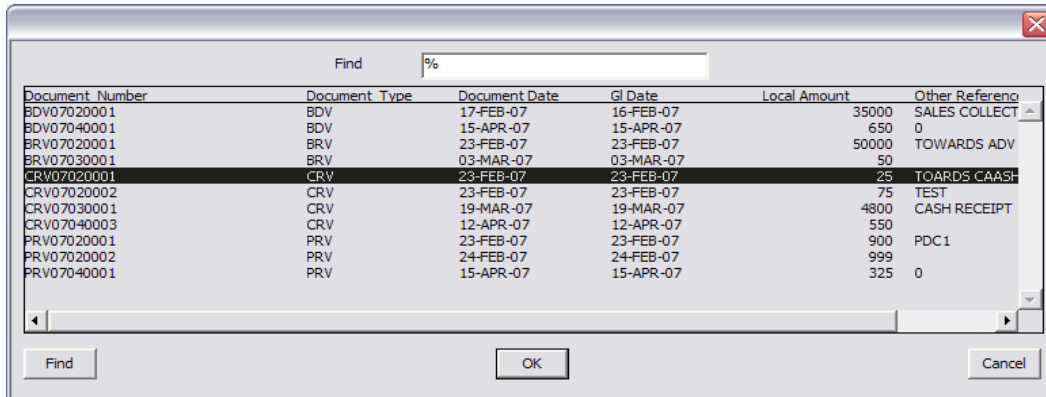
The screenshot shows the AR0270 Receipt Reversal screen. The window title is "[Cash/Bank/PDC Receipt Reversals]". The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for document operations. The main form area has fields for Document Number, Bank Code, Document Type, Base Document Type, Old G/L Date, Other Reference, Old Document Date, Reversal Type, Document Date, G/L Date, and Notes. A "Process" button is at the bottom. The status bar at the bottom shows "Enter value for Document Number", "Record: 1/1", "List of Values", and "<OSC> <DBG>".

The User can do a Cash/Bank/PDC Receipt reversal only for existing Cash/Bank/PDC Receipts.

To do a Cash/Bank/PDC Receipt reversal,

Capital

1. Enter or select the AR voucher document by clicking on the LOV button found next to the Document Number field. When selected, the details get populated automatically.

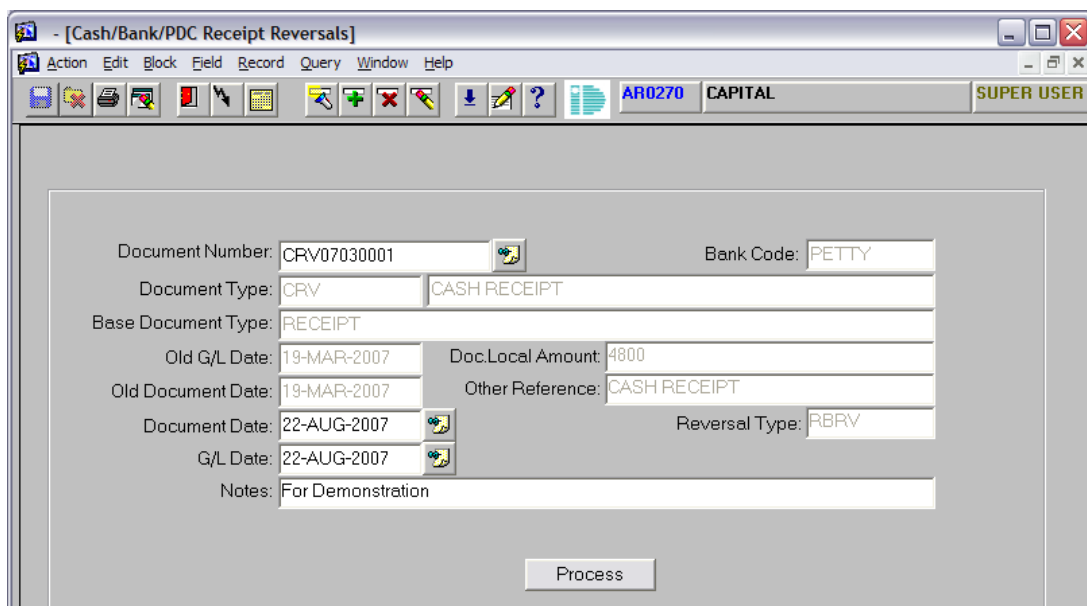


Find %

Document Number	Document Type	Document Date	GL Date	Local Amount	Other Reference
BDV07020001	BDV	17-FEB-07	16-FEB-07	35000	SALES COLLECT
BDV07040001	BDV	15-APR-07	15-APR-07	650	0
BRV07020001	BRV	23-FEB-07	23-FEB-07	50000	TOWARDS ADV
BRV07030001	BRV	03-MAR-07	03-MAR-07	50	
CRV07020001	CRV	23-FEB-07	23-FEB-07	25	TOARDS CAASH
CRV07020002	CRV	23-FEB-07	23-FEB-07	75	TEST
CRV07030001	CRV	19-MAR-07	19-MAR-07	4800	CASH RECEIPT
CRV07040003	CRV	12-APR-07	12-APR-07	550	
PRV07020001	PRV	23-FEB-07	23-FEB-07	900	PDC1
PRV07020002	PRV	24-FEB-07	24-FEB-07	999	
PRV07040001	PRV	15-APR-07	15-APR-07	325	0

Find OK Cancel

2. Enter the reversal Document Date and GL posting date. These dates must be equal.
3. Add any notes if required and then click on Process to do the reversal.



[Cash/Bank/PDC Receipt Reversals]

Action Edit Block Field Record Query Window Help

AR0270 CAPITAL SUPER USER

Document Number: CRV07030001 Bank Code: PETTY

Document Type: CRV CASH RECEIPT

Base Document Type: RECEIPT

Old G/L Date: 19-MAR-2007 Doc. Local Amount: 4800

Old Document Date: 19-MAR-2007 Other Reference: CASH RECEIPT

Document Date: 22-AUG-2007 Reversal Type: RBRV

G/L Date: 22-AUG-2007

Notes: For Demonstration

Process

Multi Bank Receipts– AR0330

Sometimes it is possible that an Accounts Receivable Customer makes cash and Cheque payment together. For this purpose, the Multi Bank Receipts – AR0330 is used to generate receipts. As a pre –requisite, the document type must be pre defined in the Document Type Master – C00050.

The screenshot displays the SAP 'Multi Bank Receipts' (AR0330) form. The interface includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar with various icons. The form is titled '[Multi Bank Receipts]' and shows the user 'SUPER USER'.

Key sections and fields include:

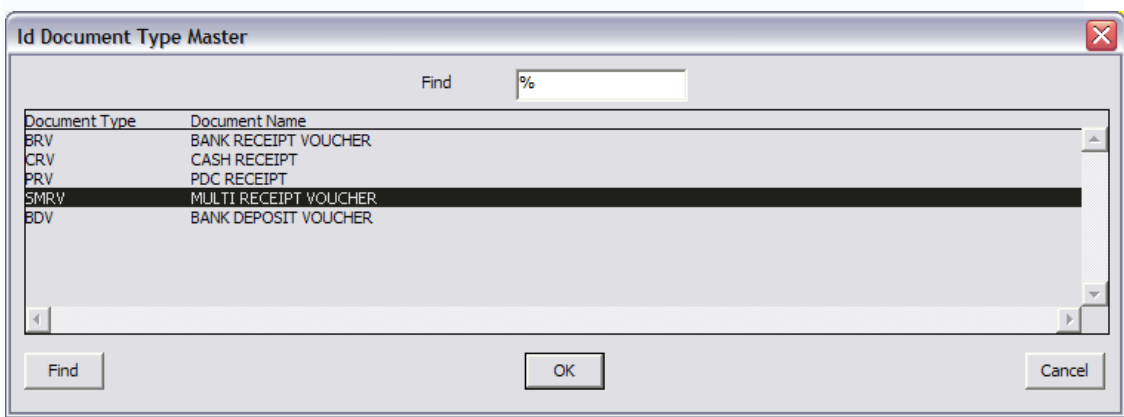
- Document Type**: A dropdown menu.
- Document Number**: A text field with a yellow background.
- Other Reference**: A text field.
- Dates**: Document Date (16-DEC-2007) and GI Date (16-DEC-2007).
- Amount Details**: Cash Total, Cheque total, Local Amount, and Allocation Total.
- Narration**: A text field.
- Notes**: A text field.
- Cash/Bank Details**: Bank Code, Currency Code, Exchange Rate, Foreign Amount, Local Amount, and Cheque Number.
- Allocation Details**: Allocation Code, Currency, Exchange Rate, Foreign Amount, Local Amount, and Narration.

The bottom status bar shows 'Record: 1/1', 'List of Values', and navigation buttons '<OSC>' and '<DBG>'.

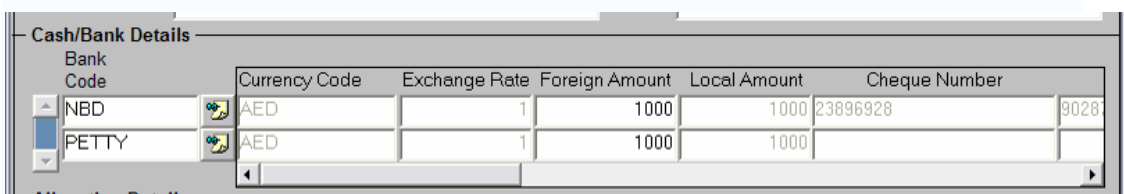
The fields and parameters have been explained in earlier sections. The User can take a look at the table in the section Voucher Entry – AR0070 for some information.

To generate a cash receipt for the payment made by the AR Customer,

1. First select the document Type by clicking on the LOV button. Usually the document type selected is the Multi Receipt Voucher which must be pre defined in the Document Type Master.



2. The User can then enter any additional reference details, if required.
3. Specify the date details.
4. Enter the narration for that particular AR transaction.
5. Enter the Cash/Bank details. This is where the User can add multiple bank or cash payment details of the AR customer




6. Finally enter the allocation details required.

Allocation Details:						
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount		Narration
AR	AED	1	750	750	Allocation Details	Demo
	AED				Allocation Details	Demo
					Allocation Details	
					Allocation Details	
					Allocation Details	

Enter value for Allocation - list of values available
Record: 2/2 List of Values <DSC> <DBG>


7. Click on **Allocation Details** button if the User wish to specify the GL Account code and other related details. This screen will have fields that were defined in the corresponding masters. Once the User have completed entering details, Click on Go Back button to go to the main screen or simply hit Enter.
8. Now click on the **Save** button to generate the Multi bank Receipt. A message box appears asking whether the User want to match the document or not. Click Ok if the User wish to match the document.

Forms

 Do you want to Match now?

9. A message box appears showing the system generated voucher number.

Forms

 System Generated Voucher number: SMRV07080001

PDC Receipts– AR0110

If an Accounts Receivable Customer makes a Post Dated Cheque payment, PDC Receipts – AR0110 is used to generate receipts. As a pre –requisite, the document type must be pre defined in the Document Type Master – C00050.

The screenshot shows the 'PDC Receipt' window in Information Dynamics. The window title is '- [PDC Receipt]'. The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for file operations and data entry. The user is logged in as 'SUPER USER'.

Document Details:

Document Type: Document Number: Other Reference:

Currency Details:

Currency code: Exchange Rate: Foreign Amount: Base Amount:

Date Details:

Document Date: 16-DEC-2007 G/L Date: 16-DEC-2007

Cheque Details:

Cheque Number: Cheque Date: 16-DEC-2007 Clearance: 16-DEC-2007 Branch: Drawer Account:

Narration: Notes: Allocation Total:

Allocation Details:

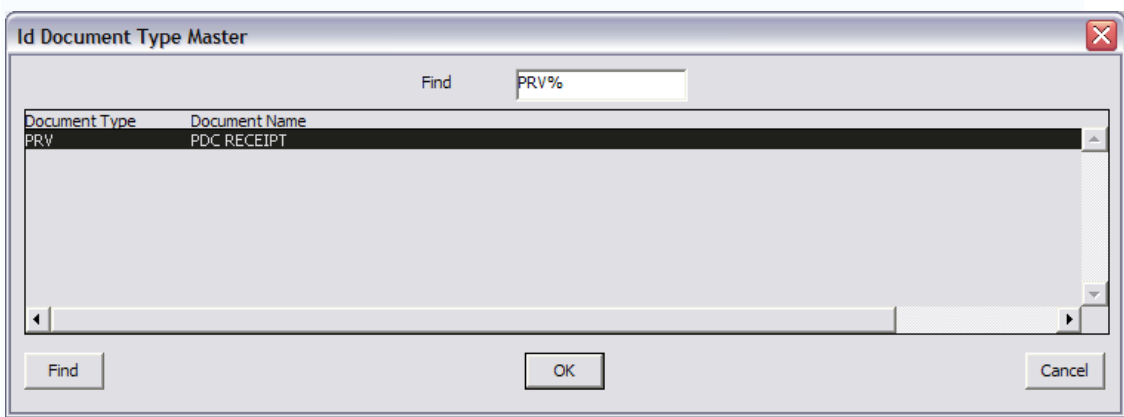
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type - list of values available
Record: 1/1 List of Values <OSC> <DBG>

The fields and parameters have been explained in earlier sections. The User can take a look at the table in the section Voucher Entry – AR0070 for some information.

To generate a cash receipt for the payment made by the AR Customer,

1. First select the document Type by clicking on the LOV button. Usually the document type selected is the PDC Receipt Voucher which must be pre defined in the Document Type Master.

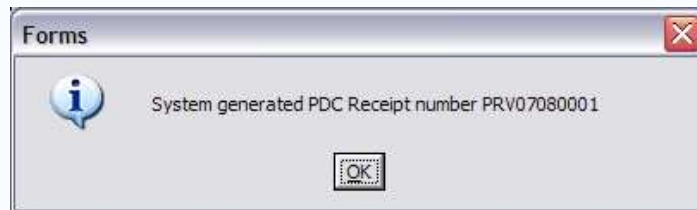


2. Next select the Bank Code using the LOV button.
3. The User can then enter any additional reference details, if required.
4. Next specify the current transaction's currency and amount details.
5. Specify the date details.
6. Enter the Cheque details.
7. Enter the narration for that particular AR transaction.
8. Finally enter the allocation details required.

Allocation Details:							
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration		
AR	AED	1	1000	1000	Allocation Details	Demo	
	AED				Allocation Details	Demo	
					Allocation Details		
					Allocation Details		
					Allocation Details		

Enter value for Allocation - list of values available
Record: 2/2 List of Values <OSC> <DBG>

9. Click on **Allocation Details** button if the User wish to specify the GL Account code and other related details. This screen will have fields that were defined in the corresponding masters. Once the User have completed entering details, Click on Go Back button to go to the main screen or simply hit Enter.
10. Now click on **Save** button to generate the PDC Receipt. A PDC Receipt reference code is also created by the system.



11. The PDC Receipt will get generated and then the system may ask the User whether the User wish to do a document matching. Proceed as required.

PDC Confirmation and Cancellation– AR0120

Use this screen to confirm or cancel the PDC received. Scroll to the right to view more details. The User can also specify the PDC transfer details here.

Cheque Number	Cheque Date	Received Mode	Cleared On	Clearance Dated	Document Type

The Post Dated Cheques will get displayed automatically when the Bank Code is selected.

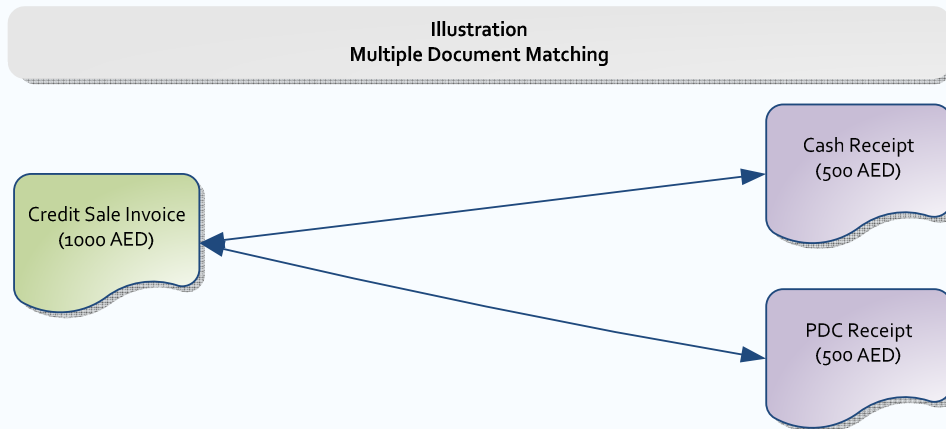
AR Document Matching – AR0130

This tool is used to match AR documents when the transaction is complete. AR Document Matching is one of the most important features of the Accounts Receivable module. The document matching plays an important role in reducing the work load of the system by just ignoring any receivable transaction that has been balanced (since no further transaction will occur on it). Whenever a complete recovery (full or in parts) of the receivable amount is made, the corresponding sale transaction document(s) and its receipt transaction document(s) has to be matched. This will prevent the system from spending its valuable resources and time for it along with other incomplete transactions.

For example, an AR sales invoice has to be matched with its corresponding Cash/Bank Receipts. Another important point to be noted is that, for successful document matching, the documents must be previously linked using the Allocation Master during the implementation. Only if this is done, will the User be able to match these documents.

The Capital Finance's Accounts Receivable also allows matching multiple documents. Suppose a customer A has bought an item XYZ on credit from the store which is worth AED 1000. An AR Sales Invoice is generated with code AR/SI/A/00001. Now suppose that the customer A pays back AED 500 in cash and then the other AED 500 as a PDC (Post Dated Cheque) after a week. Two receipts will be generated –

CRV/A/00001 and PDC/A/00001. The customer has paid all the money for his purchase and the transaction is complete. This will involve multiple documents to be matched as illustrated.



Like wise, multiple combinations of both debit and credit documents are possible depending on how the balances are cleared.

Capital

Party : Total Doc. Value :

Doc. Type : Doc. No: Total Match Value : 0

Document Number	Date	Original Local Amount	Balance Local Amount	Matched Local Amount	Other Reference

Enter the value for Party - List of value available
Record: 1/1 List of Values: <OSC> <DBG>

The screen has got two sections. The first section is where the criteria are set and the second section is where the details get displayed. Also scroll to the right to see more columns.

Party: Total Doc. Value:

Doc. Type: Doc. No: Total Match Value: 0

Document Number	Approval Pending Local Amount	Original Foreign Amount	Balance Foreign Amount	Approval Pending Foreign Amount	Matched Foreign Amount	

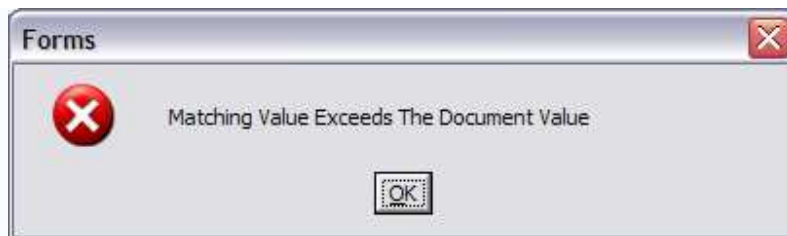
Enter the value for Party - List of value available
Record: 1/1 List of Values: <OSC> <DBG>

To do a Document Matching,

1. Select the Party, Doc Type and the Document Number. Once these are selected, the Total Document Value is displayed.
2. Click on Normal Match if the User wish to do the matching manually but populate matching documents automatically.
3. Click on Auto Match to allow the system to do the matching automatically.



4. If there was a match, a message box informs the User as shown above. Click Ok and the documents will get populated. The matching amount is also shown. (See below)
5. Click on Document Match if the User wish to manually enter the document number to do the matching and hit enter. The details will get populated and then the User can do the matching.
6. If the User enter a matching value that exceeds the document value, an error message as shown below occurs.



7. If the User haven't matched the document properly, the User will get this message.



8. Click on OK to continue or Cancel to go back and change the matching.
9. After completion of required activities, click on **Save** button and exit

AR Document Unmatching – AR0190

This screen is used to unmatch any AR documents matched improperly. For example, suppose that two customers A and B have made purchases worth AED 700 with references AR/SI/A/0001 and AR/SI/B/0002 respectively. Sometime later, a collection of 700 AED is made from Customer A for the AR sales Invoice (AR/SI/A/0001) generating a cash receipt with reference number CRV/A/0001. Similarly, another cash receipt is generated when the Customer B makes a payment of 700AED with a reference number CRV/B/0002. Now suppose AR Matching was then done and mistakenly, the cash receipt CRV/A/0001 was matched with Customer B's AR Invoice AR/SI/B/0002 and likewise, CRV/B/0002 was matched with AR/SI/A/0001. This kind of matching is improper and will lead to inaccurate information. In such cases, the AR Unmatching tool can be used to unmatch these documents. These unmatched documents can be re-matched using the AR Matching form.

Matched Doc Type	Matched Doc. Number	Matched Amount	Balance Now	Doc Date	Status	Select
						<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

To do a Document Unmatching operation,

1. Select the Party, Doc Type and the Document Number. Once these are selected, the Total Document Value and Unmatched Value are displayed. The Document Type LOV button will retrieve only those documents which are unmatched.

Find: CRV07040003%

Document Number	Total Document Amount	UnMatched Amount
CRV07040003	-550	-350

Buttons: Find, OK, Cancel

2. Select the Matched Documents which are displayed in the grid that the User wish to unmatched.

Party Code: A001 CUSTOMER A Document Value: -550
Document Type: CRV Document Number: CRV07040003 UnMatched Value: -350

UnMatch Transactions

Matched Doc Type	Matched Doc. Number	Matched Amount	Balance	Now	Doc Date	Status	Select
ARO	ARO07010001	200	3791		01-JAN-2007 00:00:00	Posted	<input checked="" type="checkbox"/>
						Posted	<input type="checkbox"/>
						Not Posted	<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Enter value for Status: Record: 1/1 <OSC> <DBG>

The status field will show whether the document was posted or not.

- 3.** Click on the button Unmatch to do the Unmatching. Then click Save and Exit.

AR Document Static Change – AR0360

The screenshot displays the 'AR Document Static Change' window (AR0360) in the Information Dynamics software. The window is titled '[Receivable Transaction Static Change]' and includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The user is logged in as 'SUPER USER'.

The form contains the following fields and sections:

- Top Section:** AR Code, Document Type, Document Number, Serial, AR Group Code, Other Reference, Base Document Type, Year, Period, PDC Flag (Normal).
- Audit Details:** A dropdown menu.
- Date Details:** Document Date, G/L Date, Age Date, Due/Pay Date.
- Amount Details:** Currency, Exchange Rate, Foreign Amount, Local Amount, Foreign Balance, Local Balance, Outstanding Status (Completed).
- Description:** A text field.
- Notes:** A text field.
- Footer Section:** Created By, Created On, Posted By, Posted On (16-DEC-2007 13:23:22).

The status bar at the bottom indicates 'Enter value for AR Group Code - list of values available' and 'Record: 1/1'.

Use this screen to modify the narration and other references for any AP document in the corresponding GL/ All GL / Header /Cash Book.

AR Opening Balance Entry – GL0300

An opening balance is automatically created when the User enter the first transaction for a customer. However, there may be situations wherein it may be required to enter the opening balance for a customer. At such times, the AR Opening Balance Entry – GL0300 form proves to be handy.

The screenshot shows the 'AR Opening Balance' form (GL0300) in the Information Dynamics application. The form is titled '[Receiveable Opening Balance]' and includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The main form area contains several input fields and sections:

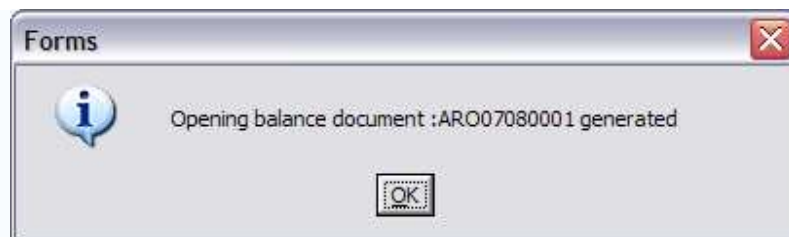
- AR Code:** A text field with a dropdown arrow.
- Group Code:** A text field with a dropdown arrow.
- Doc. Type:** A text field with a dropdown arrow.
- Base Type:** A text field.
- Doc. Number:** A text field.
- Other Reference:** A text field.
- Currency Details:** A section containing:
 - Currency:** A text field with a dropdown arrow.
 - Ex. Rate:** A text field.
 - Foreign Amount:** A text field with a value of 0.
 - Local Amount:** A text field with a value of 0.
- Date Details:** A section containing:
 - Document Date:** A text field with a value of 16-DEC-2007.
 - Age Date:** A text field with a value of 16-DEC-2007.
 - Due/Pay Date:** A text field with a value of 16-DEC-2007.
- Other Information:** A section containing:
 - Description:** A text field.
 - Notes:** A large text area.

The status bar at the bottom of the form displays the message 'Enter value for AR Code - list of values available' and 'Record: 1/1'. There are also buttons for 'List of Values', '<OSC>', and '<DBG>'.

To make an AR opening balance entry,

- 1.** Select the AR Code of the required customer.
- 2.** Select the group which the AR customer belongs to.

3. Select the document type – usually AR Opening Balance Document
4. Enter any reference if available
5. Enter the date details
6. Select the currency and enter the opening balance amount
7. Enter any description and notes if required.
8. Click on **Save** button.



Upon completion of these steps, a message box gets displayed showing the AR opening balance entry's reference code as shown above.

A sample AR Opening balance Entry screen is shown below. The Document number appears only after the Entry is completed.

Capital

- [Receiveable Opening Balance]

Action Edit Block Field Record Query Window Help

GL0300 CAPITAL SUPER USER

AR Code: A001 CUSTOMER A

Group Code: TRDRSLOC TRADE DEBTORS

Doc. Type: ARO AR OPENING BALANCE

Base Type: OPEN OPENING BALANCES

Doc. Number: ARO07080001 Other Reference: Demo

Currency Details

Currency: AED ARAB EMIRATE DIRHAMS

Ex. Rate: 1 Foreign Amount: 1000

Local Amount: 1000

Date Details

Document Date: 23-AUG-2007

Age Date: 30-AUG-2007

Due/Pay Date: 29-AUG-2007

Other Information

Description: OPEN BAL ENTRY

Notes: Xavier

Enter value for AR Code - list of values available

Record: 1/? <OSC> <DBG>

Whenever an AR opening balance is created either in the form of a transaction or using the AR opening balance entry – GL0300 form, it needs to be confirmed. For confirming these opening balance entries, use the AR opening balance confirmation – GL0320 form.

The screen will display all AR opening balance entries that haven't been confirmed. Enter the GL Date for the transaction to be posted, place a check mark next to the entries that the User wish to confirm and the click the **Save** button.

Receivable Voucher Query – AR0220

The Receivable Voucher Query – AR0220 is used to query for the different AR vouchers created during various transactions.

Document Type: 17 SALES RETURN
AR Code: LAY1
AR Group: LABYE1 LAYBYE1 GROUP

Amount Details:
Currency: AED DIRHAMS
Exchange Rate: 1 **Foreign Amount:** 19
Base Amount: 19

Reference Details:
System: SALR-2006-00001
Other: RFW01000046

Date Details:
Document Date: 16-APR-2006
G/L Date: 16-APR-2006
Age Date: 16-APR-2006
Due Date: 16-APR-2006

Allocation Details:

Allocation Code	Currency Code	Exchange Rate	Foreign Amt	Local Amt	Narration
BANK	AED	1	19	19	Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type
Record: 1/?

To query for an AR voucher, click the query button once and select the criteria (Document Type, AR Code, AR Group, or Document Number) required and then click the query button again. The system will populate the details of the voucher based on the query.

Double clicking the query button will fetch all the AR vouchers. The User can navigate through the vouchers by using the up and down arrows.

Receivable Receipt Query – AR0240

The Receivable Receipt Query – AR0240 is used to query for the different AR receipts generated during various AR transactions.

Document Details:

Document Type: BANK_RCT | BANK RECEIPT
 Bank Code: 001BOD | BANK OF DUBAI
 Document Number: BRCT-2004-00001
 Other Reference: 149

Currency Details:

Currency code: AED | DIRHAMS
 Exchange Rate: 1 | Foreign Amount: 11060
 Base Amount: 11060

Date Details:

Document Date: 25-FEB-2004
 G/L Date: 25-FEB-2004

Cheque Details:

Cheque Number: 76576565676 | Cheque Date: 25-FEB-2004
 Drawer Branch: BANK OF DUBAI / DEIRA | Drawee Bank: 001-001-001

Status: Posted | Narration: wersers | Allocation Total: 11060
 Notes: ersere

Allocation Details:

	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
AR	AED	1	11060	11060	Allocation Details 766
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type - list of values available
 Record: 1/? | <OSC> <DBG>

To query for an AR receipt, click the query button once and select the criteria (Document Type, Bank Code, or Document Number) required and then click the query button again. The system will populate the details of the receipt based on the query.

Double clicking the query button will fetch all the AR receipts. The User can navigate through the receipts by using the up and down arrows.

Multi Bank Receipt Query – AR0340

The Multi Bank Receipt Query – AR0340 is used to query for the AR multi bank receipts generated during various AR multi bank transactions.

The screenshot displays the 'Multi Bank Receipts' window (AR0340) with the following sections:

- Document Type**: [Field]
- Document Number**: [Field]
- Other Reference**: [Field]
- Status**: [Dropdown]
- Dates**:
 - Document Date**: [Field]
 - GI Date**: [Field]
- Amount Details**:
 - Cash Total**: [Field]
 - Cheque total**: [Field]
 - Local Amount**: [Field]
 - Allocation Total**: [Field]
- Narration**: [Field]
- Notes**: [Field]
- Cash/Bank Details**:

Bank Code	Currency Code	Exchange Rate	Foreign Amount	Local Amount	Cheque Number
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]
- Allocation Details**:

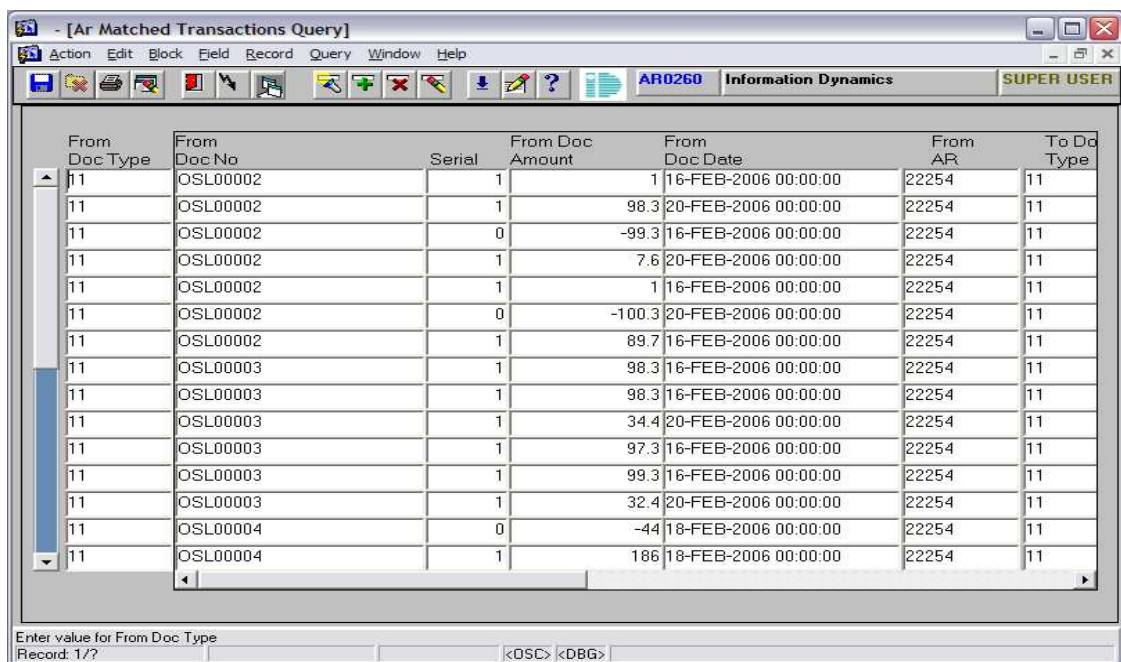
Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details
[Field]	[Field]	[Field]	[Field]	[Field]	Allocation Details

At the bottom, a status bar shows: FRM-40301: Query caused no records to be retrieved. Re-enter. Record: 1/1 Enter-Query List of Values <QSC> <DBG>

To query for an AR multi bank receipt, click the query button once and select the, criteria required and then click the query button again. The system will populate the details of the multi bank receipt based on the query. Double clicking the query button will fetch all the AR multi bank receipts. The User can navigate through the receipts fetched by using the up and down arrows.

AR Matched Transaction Query – AR0260

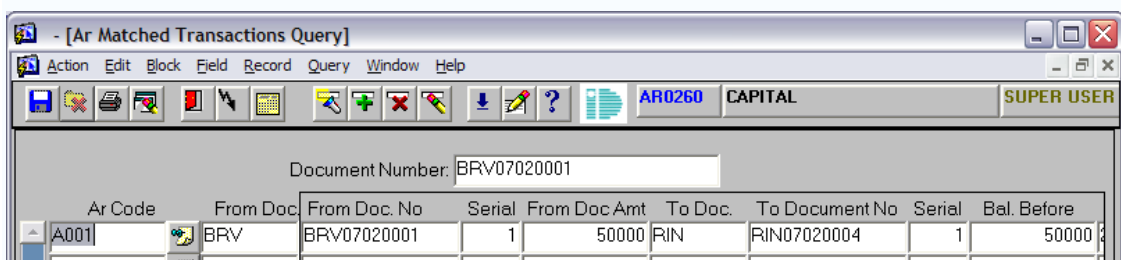
This query tool is used to retrieve details of all the AR matched documents of a balanced transaction.



The screenshot shows the 'Ar Matched Transactions Query' window. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The title bar is '[Ar Matched Transactions Query]'. The window is divided into two panes. The top pane shows a list of transactions with columns: From Doc Type, From Doc No, Serial, From Doc Amount, From Doc Date, From AR, and To Doc Type. The bottom pane shows a summary of the transactions with columns: Ar Code, From Doc, From Doc No, Serial, From Doc Amt, To Doc, To Document No, Serial, and Bal. Before.

From Doc Type	From Doc No	Serial	From Doc Amount	From Doc Date	From AR	To Doc Type
11	OSL00002	1	1	16-FEB-2006 00:00:00	22254	11
11	OSL00002	1	98.3	20-FEB-2006 00:00:00	22254	11
11	OSL00002	0	-99.3	16-FEB-2006 00:00:00	22254	11
11	OSL00002	1	7.6	20-FEB-2006 00:00:00	22254	11
11	OSL00002	1	1	16-FEB-2006 00:00:00	22254	11
11	OSL00002	0	-100.3	20-FEB-2006 00:00:00	22254	11
11	OSL00002	1	89.7	16-FEB-2006 00:00:00	22254	11
11	OSL00003	1	98.3	16-FEB-2006 00:00:00	22254	11
11	OSL00003	1	98.3	16-FEB-2006 00:00:00	22254	11
11	OSL00003	1	34.4	20-FEB-2006 00:00:00	22254	11
11	OSL00003	1	97.3	16-FEB-2006 00:00:00	22254	11
11	OSL00003	1	99.3	16-FEB-2006 00:00:00	22254	11
11	OSL00003	1	32.4	20-FEB-2006 00:00:00	22254	11
11	OSL00004	0	-44	18-FEB-2006 00:00:00	22254	11
11	OSL00004	1	186	18-FEB-2006 00:00:00	22254	11

Scroll to the right to view more fields. To query for a matched transaction, enter the document number and hit enter.



The screenshot shows the 'Ar Matched Transactions Query' window. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The title bar is '[Ar Matched Transactions Query]'. The window is divided into two panes. The top pane shows a list of transactions with columns: From Doc Type, From Doc No, Serial, From Doc Amount, From Doc Date, From AR, and To Doc Type. The bottom pane shows a summary of the transactions with columns: Ar Code, From Doc, From Doc No, Serial, From Doc Amt, To Doc, To Document No, Serial, and Bal. Before.

Ar Code	From Doc	From Doc No	Serial	From Doc Amt	To Doc	To Document No	Serial	Bal. Before
A001	BRV	BRV07020001	1	50000	RIN	RIN07020004	1	50000

Place the cursor in the AR Code field and then double click the query button or press **F8** to list all the matched transactions.

AR Transaction Query – AR0250

Use this query tool to retrieve details of an AR transaction. By clicking the **Match Details** button, the system will allow the User to view the matching details of the particular transaction also.

The screenshot shows the 'AR Transaction Query' window (AR0250) with the following data:

Document Type	Document Number	Serial	AR Code	Base Document Type	Internal Number	Other Reference	
INT	INT-2007-00339	1	INT001	DR	25088	MONTH-END 13	Match
INT	INT-2007-00340	1	33714	DR	25089	MONTH-END 13	Match
INT	INT-2007-00340	1	INT001	DR	25089	MONTH-END 13	Match
INT	INT-2007-00341	1	33716	DR	25090	MONTH-END 13	Match
INT	INT-2007-00341	1	INT001	DR	25090	MONTH-END 13	Match
INT	INT-2007-00342	1	33719	DR	25091	MONTH-END 13	Match
INT	INT-2007-00342	1	INT001	DR	25091	MONTH-END 13	Match
INT	INT-2007-00343	1	33723	DR	25092	MONTH-END 13	Match
INT	INT-2007-00343	1	INT001	DR	25092	MONTH-END 13	Match
INT	INT-2007-00344	1	33734	DR	25093	MONTH-END 13	Match
INT	INT-2007-00344	1	INT001	DR	25093	MONTH-END 13	Match
INT	INT-2007-00345	1	33737	DR	25094	MONTH-END 13	Match
INT	INT-2007-00345	1	INT001	DR	25094	MONTH-END 13	Match

Summary amounts:

Debit Local Amt	Credit Local Amt
4688093.11	2054964

Enter value for Document Type
Record: 27323/27323

Click the Query button once, enter the AR Code required and then click the query button once again to retrieve all transactions related to that particular AR Code. Same can be done with other fields also.

Place the cursor in the AR Code field and then double click the query button or press **F8** to list all the AR transactions.

AR GL Query – AR0320

This query form is used to query for the AR transactions that have been posted in to the General Ledger.

The screenshot shows the 'AR GL Query' window with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The window title is '- [AR GL Query]'. The user is logged in as 'SUPER USER' under the 'Information Dynamics' application. The main data area displays a table of transactions with the following columns: Code, Base Document, Document Type, Document Number, Serial Number, Document Date, GL Date, and Year. The table contains 15 rows of data, all with a 'Code' of 001001020133002 and a 'Document Date' of 05-MAR-07. The 'Base Document' column alternates between 'DR' and 'INT'. The 'Document Number' column shows values ranging from INT-2007-00286 to INT-2007-00292. The 'Serial Number' column shows values 1 and 2. The 'GL Date' column shows 05-MAR-07. The 'Year' column shows 200. At the bottom right of the table, there are two summary fields: 'Debit Local Amt' with a value of 53146.3445 and 'Credit Local Amt' with a value of 54007.1445. The bottom status bar shows 'Record: 2780/2780' and navigation buttons '<OSC>' and '<DBG>'.

Code	Base Document	Document Type	Document Number	Serial Number	Document Date	GL Date	Year
001001020133002	DR	INT	INT-2007-00286	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00287	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00287	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00288	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00288	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00289	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00289	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00290	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00290	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00291	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00291	2	05-MAR-07	05-MAR-07	200
001001020132003	DR	INT	INT-2007-00292	1	05-MAR-07	05-MAR-07	200
001001020133002	DR	INT	INT-2007-00292	2	05-MAR-07	05-MAR-07	200

Debit Local Amt: 53146.3445
Credit Local Amt: 54007.1445

Record: 2780/2780 <OSC> <DBG>

The User can query by entering the required GL Account Code. Scroll to the right to view more details.

AR Matching Transactions Query – AR0310

This query form is used to query for the AR transactions that can be matched.

The screenshot shows a software window titled "[Matching Transaction query]". It has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu is a toolbar with various icons. The window displays a table of transactions with the following columns: Document Type, Document Number, Code, Document Date, Currency, Exchange Rate, Foreign Amount, and Local Amount. The table contains 15 rows of data. At the bottom right, there are two summary fields: "Debit Local Amt" with a value of 5769.069 and "Credit Local Amt" with a value of 5312.669. The status bar at the bottom indicates "Record: 45/45" and has buttons for "<OSC>" and "<DBG>".

Document Type	Document Number	Code	Document Date	Currency	Exchange Rate	Foreign Amount	Local Amount
SAL_CN	SALCN-2006-00010	CC001	27-FEB-06	AED	1	522	
SAL_CN	SALCN-2006-00011	22303	27-FEB-06	AED	1	-100	
SAL_CN	SALCN-2006-00013	22303	27-FEB-06	AED	1	-1000	
SAL_CN	SALCN-2006-00014	22337	09-APR-06	AED	1	-10	
SAL_CN	SALCN-2006-00015	22336	09-APR-06	AED	1	-5	
SAL_CN	SALCN-2006-00015	CC001	09-APR-06	AED	1	5	
SAL_CN	SALCN-2006-00016	22336	09-APR-06	AED	1	-5	
SAL_CN	SALCN-2006-00017	22336	09-APR-06	AED	1	-4	
SAL_CN	SALCN-2006-00018	22336	09-APR-06	AED	1	-4	
SAL_DN_R	SDNR-2006-00001	22303	27-FEB-06	AED	1	100	
SAL_DN_R	SDNR-2006-00002	22336	09-APR-06	AED	1	5	
SAL_DN_R	SDNR-2006-00002	CC001	09-APR-06	AED	1	-5	
SAL_DN_R	SDNR-2006-00003	22336	09-APR-06	AED	1	4	

Debit Local Amt: 5769.069
Credit Local Amt: 5312.669

Record: 45/45 <OSC> <DBG>

The User can query by entering the required Document type or number. Scroll to the right to view more details.

Year Closing (AR)

Year: Status:

Following periods are not closed for the entered year

Warning:
Using this program will stop all the Document Entry date for the year

Enter value for Year
Record: 1/1 <OSC> <DBG>

Particular accounts receivable year can be closed from this program. This has to be used once Periods are closed.

Year: Enter the financial year to be closed. Once entering the year, if any period is open for that particular year it will display the user which period is open.

Status: From here user can close the year by selecting the option as 'Close'.

If any period is not closed for the entered year will be displayed in these fields.

Period Closing (AR)

Year: Period Number: Status:

Description:

Warning: Doing the above operation will not allow any further transaction to be entered into the system between and

Record: 1/1

Particular accounts receivable period can be closed from this program. The system will display the currently activated year & month.

Year: The current financial year will be displayed.

Period Number: The activating month will be displayed.

Status: From here user can close the period by selecting the option as 'Close'

Description: Any user specific description can be given for this period
None of the fields except Status can be modified.

Document Freeze (AR)

Document Number

Document Type Description Document Date

AR Code Description Group Description

Currency Code Description Foreign Amount Local Amount

Other Reference

Reason for Freezing

Freeze

Enter value for Document Number
Record: 1/1 List of Values <OSC> <DBG>

This form is used to freeze a document in a transaction cycle. This document, once frozen, will not be available for any sort of transactions.

Capital

Document Unfreeze (AR)

The screenshot shows a software window titled "[Ar Document UnFreeze]". The window has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains several input fields and a button. The fields are labeled as follows:

- Document Number (with a small icon to its right)
- Document Type (with a Description field to its right)
- Document Date (with a Description field to its right)
- AR Code (with a Description field to its right)
- Group (with a Description field to its right)
- Currency Code (with a Description field to its right)
- Foreign Amount (with a Local Amount field to its right)
- Other Reference (with a Description field to its right)
- Reason for UnFreezing (with a Description field to its right)

At the bottom of the main area is a button labeled "UnFreeze".

Below the main area is a status bar with the following text:

FRM-40202: Field must be entered.
Record: 1/1
List of Values
<OSC> <DBG>

This form is used to unfreeze a receivable document that had been frozen from transactions earlier.

3.3. Accounts Payable Module

Setting Up the Accounts Payable Package

In order to perform any transaction on the AP vendors, it is necessary that the AP package be set up by defining the masters and other configurations in accordance with the company's business processes. This section will help the User with the requirements and procedures imperative to the setup of the AP package. Each form's fields and parameters and the corresponding steps required will be explained wherever necessary. To understand complex procedures, illustrative examples will also be shown wherever applicable.

Payable Group Master – AP0020

This will be the first form the User will have to work with to begin the setup process for the Accounts Payable. This form is used to define the various AP groups the User will be dealing with in different business situations. It is always recommended that the User create groups of vendors with similar properties. Obviously, it will also help the User transact with the AP vendors with utmost ease as the User can define group level settings. By defining group level settings, the system will retrieve those details whenever a transaction is done on the supplier belonging to that group.

The screenshot displays the 'Payable Group Definition' window. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The title bar shows '- [Payable Group Definition]'. The main area contains a table with the following data:

Group	Description	Account Code	Description
TRCRS	TRADE CREDITORS - OTHERS	60020502	TRADE CREDITORS - OTHERS
TRCRSGR	TRADE CREDITORS GROUP	60020501	TRADE CREDITORS - GROUP
TRCRSIMP	IMPORTED TRADE CREDITORS	60020502	TRADE CREDITORS - OTHERS

The status bar at the bottom shows 'Record: 1/3' and '<OSC> <DBG>'.

Capital

The screenshot shown above is that of the AP Group Master – AP0020.

This form makes it possible to categorize the Debtors or AP Vendors by location, supplying power, loyalty or by any other user defined classification.

AP Control definition – AP0010

Once the AP Groups are created in the AP Group Master – AP0020, the User has to define the controls that ought to be levied upon the groups. The form, AP Control Definition – AP0010, facilitates this. Below is the screen sample of the AP Control Definition form. This screen allows the User to state whether discounts and tax are allowed or not for a group (which will be set as the default group) It also helps configure the parameters that will be displayed while generating analysis reports.

- [AP Control Definition]

Action Edit Block Field Record Query Window Help

AP0010 CAPITAL SUPER USER

CAPITAL

Default Group: TRCRS TRADE CREDITORS - OTHERS

Last Posted: 01-JAN-2007

Discount Allowed: Not Applicable Tax Allowed: Not Applicable

Matching Order: Document Date

Current Open Year: 1999 Current Open Period: 1

Analysis Head

1: CORPORATE	6:
2: BRAND	7:
3:	8:
4:	9:
5:	10:

Enter value for Default Group

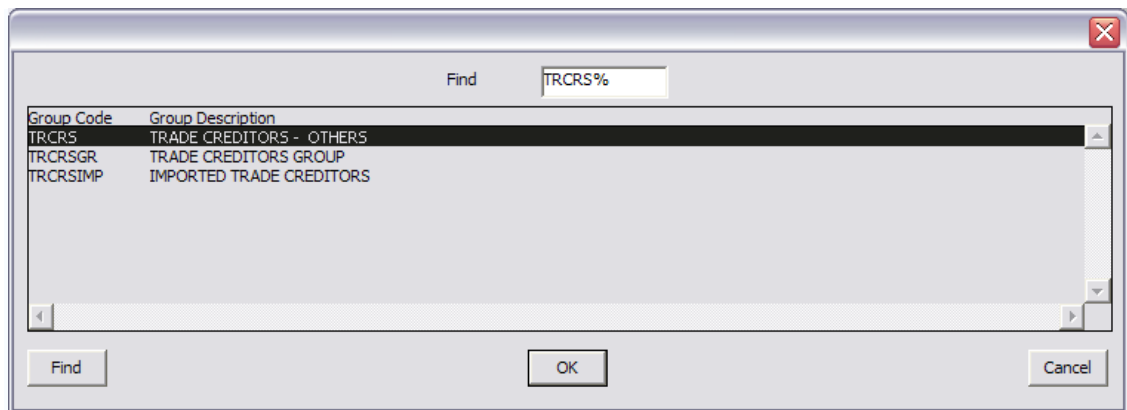
Record: 1/1 List of Values <OSC> <DBG>

Take a look at the table in the next page to get a better understanding on the purpose of the different fields in the form.

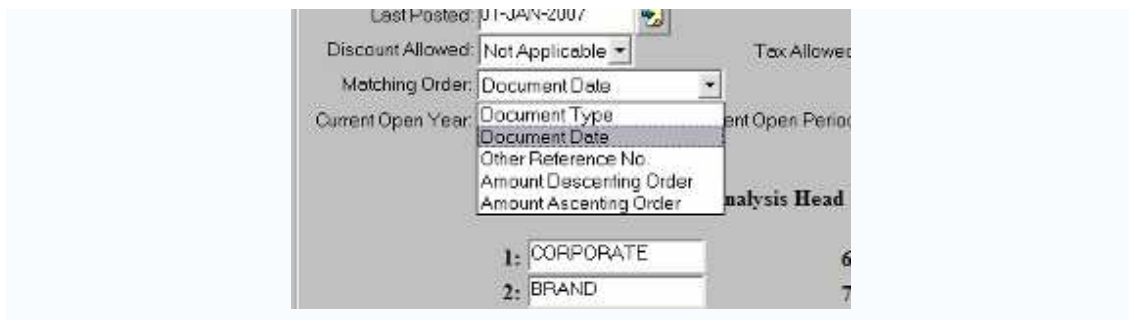
Fields	AP0010 – AP Control Definition	
Default Group	A group selected from the LOV and set as default.	
Last Posted	This will be updated by the system and hence no user interaction is necessary. Basically, it displays the date on which the most recent posting was done on for the group.	
Matching Order	Document Type	These different options help the User set the matching screen that will appear while doing the AP matching.
	Document Date	
	Other Reference No.	
	Amt – Descending Order	
	Amt – Ascending Order	
Discount Allowed	A flag indicator to specify if discounts are applicable or not	
Tax Allowed	A flag indicator to specify if tax is applicable or not	
Current Open Year / Period	This will also be updated by the system simultaneously and always indicates the year/period which is currently open for transactions.	
Analysis Head	A set of 10 parameters used as criteria for analysis and label headers on the report generated thereby.	

To define the controls,

1. Select a group from the list of values (retrieved from the AP group master) to set it as the default group.



2. Select a matching order. This is to set the type of matching screen the User would like to see during AP matching operations.



3. Specify whether discounts and tax are applicable or not.
4. Select the matching order that will be taken into consideration during an AP match activity.

Capital

- [AP Control Definition]

Action Edit Block Field Record Query Window Help

AP0010 CAPITAL SUPER USER

CAPITAL

Default Group: TRCRS TRADE CREDITORS - OTHERS

Last Posted: 01-JAN-2007

Discount Allowed: Not Applicable Tax Allowed: Not Applicable

Matching Order: Document Date

Current Open Year: 1999 Current Open Period: 1

Analysis Head

1:	CORPORATE	6:	
2:	BRAND	7:	
3:		8:	
4:		9:	
5:		10:	

Enter value for Discount Allowed

Record: 1/1 <DSC> <DBG>

5. Enter the analysis headers required which can be up to ten in total. This will be used during AP analysis.
6. Click on **Save** button to save when the User are finished with it.

AP Analysis Master – AP0230

Recall that there were ten analysis header fields in the AP Control Definition – AP0010. These fields can be further subdivided using the AP Analysis Master. Thus, if defined, the User will be able to generate more detailed analysis reports.

The screenshot shows the 'AP Analysis Master' application window. The title bar reads '- [Ap Analysis Master]'. The menu bar includes 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Window', and 'Help'. A toolbar with various icons is located below the menu. The main workspace features a 'Serial No:' label and a dropdown button, followed by a table with two columns: 'Analysis Code' and 'Analysis Name'. The table contains 10 empty rows. The status bar at the bottom displays 'Record: 1/1', 'List of Values', and '<OSC> <DBG>'. The window also shows a user profile 'SUPER USER' and a session identifier 'AP0230 CAPITAL'.

1. Click on the LOV button next to the Serial No. field to get the list of the Analysis heads defined in the AP Control definition.
2. Select one from the list and hit Enter or click OK. This Analysis Head will get displayed in the AP Analysis Master screen.

Capital

3. Then Enter the Analysis Codes and Names that is required in the rows provided.
4. Click on **Save** button to save the details specified.

Serial No: 1 CORPORATE

Analysis Code	Analysis Name
21 DAYS	21D
30 DAYS	30D

Enter value for Analysis Code
Record: 1/2 <OSC> <DBG>

AP Master – AP0060

To record the details of the Accounts Payable Creditors, the AP Master – AP0060 is used. This screen will also help in setting up the limits and other details for that particular AP supplier.

The screenshot displays the 'AP Master' (AP0060) screen within the 'Information Dynamics' application. The window is titled '[Creditor Master]'. The interface includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar with various icons. The main form is organized into several sections for data entry:

- Creditor Information:** Fields for Creditor Code, Creditor Name, P.O.Box, Address Line 1, Address Line 2, Address Line 3, Telephone, Fax, Telex, and E-MAIL.
- Payment and Limit Details:** Fields for AR Code, Payment Type (set to Cash), Status (set to Normal), Invoice Limit Type (set to No Limit), Invoice Limit Amount (set to 0), Bank Name, Bank Account, Cheque To, and Balance (set to 0).
- Additional Fields:** Fields for Add Up % (set to 0), Our Final Limit (set to 0), and Credit Days (set to 0).
- Buttons:** Three buttons are located below the main form: 'Group Details', 'Additional Currency', and 'Analysis Details'.
- Table:** A table at the bottom with four columns: 'Group Code', 'Description', 'Account', and 'End User Description'. It contains five rows, each with a small icon in the 'Group Code' column.

The status bar at the bottom indicates 'Enter value for Customer Code', 'Record: 1/1', 'List of Values', and '<OSC> <DBG>'.

This screen also stores the additional currency details, the AP group details and also the Analysis details of the AP supplier. The AP Master is one of the most important masters as it contains important information on Vendors required for the different AP transactions.

Capital

Fields	AP0060 – AP Master
Supplier Code	A code entered by the User to identify the AP supplier. It must be unique.
Supplier Name	Name of the AP Supplier
P.O.BOX/ Address (1-3) / Telephone / Fax /Telex /Email	Contact details of the AP supplier
AR Code	AR Code of the supplier if available
Payment Type	The type of payment through which the supplier will be paid for – Cash, Cheque, Both, Telex Transfer, Draft.
Status	The status of the AP Supplier Account – Normal, Black Listed
Limit Type	The type of limit imposed – Fixed limit, No Limit
Limit Amount	The maximum amount above which the payable is not supposed to exceed for that particular supplier.
Add Up %	The tolerance percentage above the set limit that the system can allow.
Final Limit	This is calculated by the system based on the limit amount and the add up percentage set.
Bank Details	Cheque to, Bank name, Bank Account number that will be used for the particular creditor
Balance	Depends on the AP transactions and will get displayed automatically. Initially it will be zero.
Additional Currency	This button will show the fields required to record additional currency details for the AP supplier
Group Details	This button will show the fields required to record Group details of the AP supplier
Analysis Details	This button will show the fields required to record analysis details for the AP supplier
Credit Application	This button will show the fields required to record credit application details of the AP supplier

Voucher Entry – AP0070

Whenever an Accounts Payable Transaction is done, a voucher needs to be generated. To record an Accounts payable entry, the Voucher Entry – AP0070 is used. As a pre-requisite, the Payable Voucher document type must be defined in the Document Type Master – C00050.

The screenshot displays the 'Payable Voucher Entry' form (AP0070) for a user named 'SUPER USER'. The form is organized into several sections:

- Document Type:** Fields for Document Type, AP Code, and AP Group.
- Reference Details:** Fields for System and Other.
- Amount Details:** Fields for Currency (AED), Exchange Rate, Foreign Amount, and Base Amount.
- Date Details:** Fields for Document Date, G/L Date, Age Date, and Pay Date, all set to 27-AUG-2007.
- Narration:** A text field for entering a description.
- Allocation Details:** A table with columns for Allocation Code, Currency Code, Exchange Rate, Foreign Amt, Local Amt, and Narration. It includes a 'Send For Approval' checkbox and a 'More Details' button.

At the bottom, there is a status bar with the text 'Enter value for Document Type', 'Record: 1/1', and a 'List of Values' button.

On successful voucher creation, a payable voucher reference is automatically generated by the system.

Capital

The Voucher Entry form has a number of parameters and controls that can be specified. Look at the table in the next page to understand these parameters and controls.

Fields	AP0070 – Voucher Entry
Document Type	The document type required for the current AP transaction
AP Code	Accounts Payable Code
AP Group	The group the creditor belongs to
Other Reference	Additional details for reference to this voucher.
Currency	Currency in which the transaction is done.
Exchange Rate	The exchange rate of the currency selected.
Foreign Amt	Foreign currency Amount.
Local Amount	Local currency Amount.
Document date	Voucher Creation Date.
GL Date	GL Posting date.
Age Date	Date on which the payment amount begins to age.
Pay Date	Date on which the amount gets due for payment.
Narration	Area used for adding up comments or remarks
Send For Approval / Entry Completed	Either of the two may appear on the screen based on the document type setting for the particular JV type
Allocation Details	Allocation details for the amount are specified here.

AP Voucher Approval – AP0200

If the payable voucher was set to get an approval, it will get listed here in this AP Voucher Approval – AP0200 form.

[illegible]

Payable Voucher Confirmation – AP0080

All approved documents are shown here. Select documents which are to be confirmed and save settings.

The screenshot shows a software window titled "[Payable Voucher Confirmation]". The window has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu bar is a toolbar with various icons. The window displays a table with the following columns: "AP Code", "Document Type", "Document Number", "Document Date", and "Select". The first row of the table contains the following data: "C001", "SPIN", "SPIN07080001", "27-AUG-2007", and a checked checkbox. The rest of the table is empty. The window also shows a status bar at the bottom with the text "Enter a query: press F8 to execute, Ctrl+q to cancel." and "Record: 1/1".

AP Code	Document Type	Document Number	Document Date	Select
C001	SPIN	SPIN07080001	27-AUG-2007	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

The Payable voucher confirmation screen helps double check transaction details.

AP Voucher Reversal – AP0180

The AP Voucher Reversal – AP0180 screen is used to record reversal transactions on an earlier payable transaction. The AP voucher reversal document must be defined using the Document Type Master – C00050 and linked to the AP Voucher document using the Voucher Reversal Link – C00120.

Document Number: AP Code:

Document Type:

Base Document Type:

Old G/L Date: Doc. Local Amount:

Old Document Date: Other Reference:

Document Date: Reversal Type:

G/L Date:

Notes:

Process

Enter value for Document Number
Record: 1/1 List of Values <OSC> <DBG>

The User can do an AP Voucher reversal only for existing AP Vouchers.

AP Voucher Cancellation – AP0050

Use this screen to cancel any AP Voucher entry created earlier.

Document Number: Document Type:

Cancellation Remarks:

WARNING:

THIS DOCUMENT NUMBER CAN NOT BE USED IN FUTURE.

PLEASE CLICK AND THEN USE THE SAVE BUTTON TO SAVE.

Record: 1/1 List of Values <OSC> <DBG>

Enter or select the document number of the required AP voucher and enter the cancellation remarks. Then click OK to cancel the AP Voucher Entry.

AP Auto Matching – AP0050

This utility is used to view matching debit and credit AP documents. This is of great help to find out imbalances in the postings.

[illegible]

Whenever a payable is recovered, it is said to be matched. Non recovered payables will create a balance.

The screen has got two sections. The first section is where the criteria are set and the second section is where the details get displayed.

Cash Payment – AP0090

Whenever an Accounts Payable Supplier makes cash payment, a cash payment needs to be generated. For this purpose, the Cash Payment – AP0090 is used. As a pre-requisite, the document type must be pre-defined in the Document Type Master – C00050.

The screenshot shows the 'Cash Payment' (AP0090) form. The title bar indicates the window is titled '- [Cash Payment]'. The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for file operations and editing. The form is divided into several sections:

- Reference Details:** Document Type, Bank Code, Document Number (highlighted in yellow), and Other Reference.
- Currency Details:** Currency code, Exchange Rate, Foreign Amount, and Base Amount.
- Date Details:** Document Date (27-AUG-2007) and G/L Date (27-AUG-2007).
- Additional Information:** Narration and Paid To.
- Allocation Details:** A table with columns: Allocation Code, Currency, Exchange Rate, Foreign Amount, Local Amount, and Narration. The table has 5 rows, each with a button labeled 'Allocation Details'.

At the bottom, there is a status bar with the text 'Enter value for Document Type - list of values available', 'Record: 1/1', and buttons for 'List of Values', '<OSC>', and '<DBG>'.

Fields those were not explained earlier will only be explained. The User can take a look at the table in the section Voucher Entry – AP0070 for some information.

Bank Payment – AP0100

Whenever an Accounts Payable Supplier makes Cheque payment, a Bank payment needs to be generated. For this purpose, the Bank Payment – AP0100 is used. As a pre-requisite, the document type must be pre defined in the Document Type Master – C00050.

Reference Details:

Document Type: Document Number:

Bank Code: Other Reference:

Currency Details:

Currency code: Exchange Rate:

Foreign Amount: Base Amount:

Date Details:

Document Date: 27-AUG-2007 G/L Date: 27-AUG-2007

Cheque Details:

☐ PDC Cheque ☐ Auto Cheque Number

Cheque Number: Cheque Date: 27-AUG-2007 Clearance: 27-AUG-2007

Beneficiary Account: Beneficiary Branch:

☐ Send For Approval Narration: Difference: Allocation Total:

Allocation Details:

Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Allocation Details

Enter value for Document Type - list of values available
Record: 1/1 List of Values: <OSC> <DBG>

Fields those were not explained earlier will only be explained. The User can take a look at the table in the section Voucher Entry – AP0070 for some information.

SAMPLE → BANK PAYMENT – BRV07080001

BANK PAYMENT

Payment to : Sony Studios Address : Post Box: Tel/Fax : Code : Currency : ARAB EMIRATE DIRHAMS Amount in Figures : 1,000.00 Amount In Words : ONE THOUSAND AND 00/100 ONLY In Settlement of : Demo	Ref No : BPV07080001 Date : 27-AUG-07 Bank Code : HSBC Cheque No : 1234 Date : 27-AUG-07 Bank : HSBC Branch : dubai Cust.A/c No : 6546873651365436 User Code : ID
---	--

Prepared By:

Checked By:

Approved By:

Received By:

E&O.E

All approved payments are shown here. Select documents which are to be confirmed and save settings.

Payments will appear in this screen only if the setting for confirmation was opted in the Document Type definition master.

The Payment confirmation screen helps double check transaction details.

Payment Reversal – AP0290

The Payment Reversal – AP0290 screen is used to record reversal transactions on an earlier payable transaction. The Payment reversal document must be defined using the Document Type Master – C00050 and linked to the Payment documents using the Voucher Reversal Link – C00120.

The screenshot displays the 'Payment Reversal' (AP0290) window. The title bar reads '[Cash/Bank/PDC Payment Reversal]'. The menu bar includes 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Window', and 'Help'. The toolbar contains icons for document operations. The main form area has the following fields:

- Document Number: [Text Field]
- Bank Code: [Text Field]
- Document Type: [Text Field]
- Base Document Type: [Text Field]
- Old G/L Date: [Text Field]
- Doc. Local Amount: [Text Field]
- Old Document Date: [Text Field]
- Other Reference: [Text Field]
- Document Date: [Text Field]
- Reversal Type: [Text Field]
- G/L Date: [Text Field]
- Notes: [Text Field]

A 'Process' button is located at the bottom center of the form area. The status bar at the bottom shows 'Enter value for Document Number', 'Record: 1/1', 'List of Values', and '<OSC> <DBG>'.

The User can do a Cash/Bank/PDC Payment reversal only for existing Cash/Bank/PDC Payments.

Payment Cancellation – AP0420

Use this screen to cancel any Payment vouchers created earlier.

Document Number: Document Type:

Cancellation Remarks:

WARNING:

THIS DOCUMENT NUMBER CAN NOT BE USED IN FUTURE.
PLEASE CLICK AND THEN USE THE SAVE BUTTON TO SAVE.

Record: 1/1 List of Values <OSC> <DBG>

Enter or select the document number of the required Payment voucher and enter the cancellation remarks. Then click OK to cancel the payment.

PDC Payments– AP0110

If the User make a Post Dated Cheque payment to a creditor, PDC Payments – AP0110 is used to generate payments. As a pre –requisite, the document type must be pre defined in the Document Type Master – C00050.

The screenshot displays the 'PDC Payment' form (AP0110) with the following sections and fields:

- Document Type:** [Field]
- Bank Code:** [Field]
- Reference Details:**
 - Document Number:** [Field]
 - Other Reference:** [Field]
- Currency Details:**
 - Currency code:** [Field]
 - Exchange Rate:** [Field]
 - Foreign Amount:** [Field]
 - Base Amount:** [Field]
- Date Details:**
 - Document Date:** 22-DEC-2007
 - G/L Date:** 22-DEC-2007
- Cheque Details:**
 - Cheque Number:** [Field]
 - Cheque Date:** 22-DEC-2007
 - Clearance:** 22-DEC-2007
 - Beneficiary Account:** [Field]
 - Beneficiary Branch:** [Field]
- Send For Approval:** ☐
- Narration:** [Field]
- Notes:** [Field]
- Allocation Total:** [Field]
- Allocation Details:**

Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type - list of values available
Record: 1/1
List of Values <DSC> <DBG>

The fields and parameters have been explained in earlier sections. The User can take a look at the table in the section Voucher Entry – AP0070 for some information.

Capital

SAMPLE – PDC Payment

PDC PAYMENT (JV)				Page No: 1 of 1		
Other Reference :		Doc Number: PPAY/00002/0708				
Doc Type: PDC_PAY		Doc Date: 27-AUG-07				
GI Date: 27-AUG-07		Currency : R S.AFRICAN RANDS				
Exchange Rate : 1.00		Foreign Amount : 1,000.00				
		Local Amount : 1,000.00				
test						
A/C Code	Allocation Details	Description Narration	Debit Foreign Amount	Credit Foreign Amoun	Debit Amount (R)	Credit Amount (R)
0063924	ID IMPORT	TRADE CREDITORS CONTROL DEMO	1,000.00		1,000.00	
In Words: S.AFRICAN RANDS - ONE THOUSAND ONLY			TOTAL:		1,000.00	0.00
Created By : ID						

PDC Confirmation and Cancellation– AP0120

Use this screen to confirm or cancel the PDC payment. Scroll to the right to view more details. The User can also specify the PDC transfer details here.

Bank Code:

Cheque Number	Transfer Type	Transfer Date	Clearance Dated	Document Type	Document Number

Enter value for Clearance Dated
Record: 1/1 <OSC> <DBG>

The Post Dated Cheques paid will get displayed automatically when the Bank Code is selected.

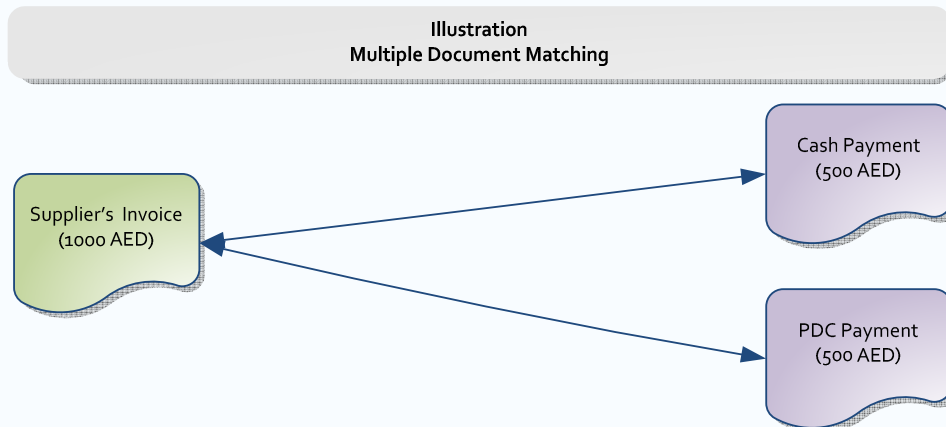
AP Document Matching – AP0130

This tool is used to match AP documents when the transaction is complete. AP Document Matching is one of the most important features of the Accounts Payable module. The document matching plays an important role in reducing the work load of the system by just ignoring any payable transaction that has been balanced (since no further transaction will occur on it). Whenever a complete recovery (full or in parts) of the payable amount is made, the corresponding purchase transaction document(s) and its payment transaction document(s) has to be matched. This will prevent the system from spending its valuable resources and time for it along with other incomplete transactions.

For example, a Creditors invoice has to be matched with the corresponding Cash/Bank Payments. Another important point to be noted is that, for successful document matching, the documents must be previously linked using the Allocation Master during the implementation. Only if this is done, will the User be able to match these documents.

The Capital Finance's Accounts Payable also allows matching multiple documents. Suppose a supplier A has sold an item XYZ on credit to the store which is worth AED 1000. The creditor will send over the invoice with code AP/SI/A/00001. Now suppose that the supplier A is paid back AED 500 in cash and then the other AED 500 as a PDC (Post Dated Cheque) after a week. Two payments will be generated –

CPV/A/00001 and AP/PDC/A/00001. The supplier is paid all the money for his sale and the transaction is complete. This will involve multiple documents to be matched as illustrated.



Like wise, multiple combinations of both debit and credit documents are possible depending on how the balances are cleared.

Document Number	Date	Original Local Amount	Balance Local Amount	Matched Local Amount	Other Reference

The screen has got two sections. The first section is where the criteria are set and the second section is where the details get displayed. Also scroll to the right to see more columns.

AP Document Unmatching – AP0190

This screen is used to unmatch any AP documents matched improperly. For example, suppose that two vendors A and B have sold goods worth AED 700 with references AP/SI/A/0001 and AP/SI/B/0002 respectively. Sometime later, a payment of 700 AED is made for Supplier A for the AP Invoice (AP/SI/A/0001) generating a cash payment voucher with reference number CPV/A/0001. Similarly, another cash payment voucher is generated when the Supplier B receives a payment of 700AED with a reference number CPV/B/0002. Now suppose AP Matching was then done and mistakenly, the cash payment CPV/A/0001 was matched with Supplier B's AP Invoice AP/SI/B/0002 and likewise, CPV/B/0002 was matched with AP/SI/A/0001. This kind of matching is improper and will lead to inaccurate information. In such cases, the AP Unmatching tool can be used to unmatch these documents. These unmatched documents can be re-matched using the AP Matching form.

Matched Doc Type	Matched Doc. Number	Matched Amount	Balance Now	Doc Date	Status	Select
						<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Capital

AP Document Static Change – AP0360

The screenshot shows a software window titled "[Payable Trans Static Change]" with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The window is divided into several sections for data entry:

- Header Section:** Includes fields for AP Code, Document Type, Document Number, Serial, AP Group Code, Base Document Type, Other Reference, Year, Period, and PDC Flag (set to Normal). There is an "Audit Details" dropdown button.
- Date Details Section:** Contains fields for Document Date, G/L Date, Age Date, and Due/Pay Date, each with a calendar icon.
- Amount Details Section:** Contains fields for Currency, Exchange Rate, Foreign Amount, Local Amount, Foreign Balance, Local Balance, and an Outstanding Status dropdown (set to Completed).
- Description and Notes:** Two text input fields for additional information.
- Footer Section:** Includes fields for Created By, Created On, Posted By, and Posted On (showing 22-DEC-2007 11:52:57).

At the bottom, there is a status bar with the text "Enter value for Created By", "Record: 1/1", and navigation buttons "<OSC>" and "<DBG>". The user "SUPER USER" is logged in.

Use this screen to modify the narration and other references for any AP document in the corresponding GL/ All GL / Header /Cash Book.

Capital

AP Opening Balance Entry – GL0310

An opening balance is automatically created when the User enter the first transaction for a supplier. However, there may be situations wherein it may be required to enter the opening balance for a supplier. At such times, the AP Opening Balance Entry – GL0300 form proves to be handy.

The screenshot displays the 'AP Opening Balance' form (GL0310) within the Information Dynamics application. The form is titled '- [Payable Opening Balance]' and includes a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The user is logged in as 'SUPER USER'.

Key fields and sections include:

- Header Fields:** AP Code, Group Code, Doc. Type, Base Type, Doc. Number, and Other Reference.
- Currency Details:** Currency, Ex. Rate, Foreign Amount (0), and Local Amount (0).
- Date Details:** Document Date (22-DEC-2007), Age Date (22-DEC-2007), and Due/Pay Date (22-DEC-2007).
- Other Information:** Description and Notes.

The status bar at the bottom indicates 'Enter value for AP Code - list of values available', 'Record: 1/1', and 'List of Values' with navigation buttons '<OSC>' and '<DBG>'.

AP Opening Balance Confirmation – GL0320

Whenever an AP opening balance is created either in the form of a transaction or using the AP opening balance entry – GL0300 form, it needs to be confirmed. For confirming these opening balance entries, use the AP opening balance confirmation – GL0320 form.

AP Code	Document Type	Document Number	Local Amount	Status
C001	XCRDR	XCRDR07040001	1000	<input checked="" type="checkbox"/> SELECT
C001	APQ	APQ07080001	1000	<input checked="" type="checkbox"/> SELECT
C001	APQ	APQ07080002	1000	<input checked="" type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT
				<input type="checkbox"/> SELECT

The screen will display all AP opening balance entries that haven't been confirmed. Enter the GL Date for the transaction to be posted, place a check mark next to the entries that the User wish to confirm and the click the **Save** button.

Payable Voucher Query – AP0220

The Payable Voucher Query – AP0220 is used to query for the different AP vouchers created during various transactions.

Document Type: PUR_INV PURCHASE INVOICE
AP Code: 100 GOODSWORTH
AP Group: TRCRS TRADE CREDITORS

Reference Details:
System: PURIN-2004-00002
Other: 12

Amount Details:
Currency: AED DIRHAMS
Exchange Rate: 1 **Foreign Amount:** 100
Base Amount: 100

Date Details:
Document Date: 02-MAR-2005
G/L Date: 02-MAR-2005
Age Date: 02-MAR-2005
Pay Date: 02-MAR-2005

Narration: e

Status: Posted **Allocation Total:** 100 **More Details Total:**

Allocation Details:

Allocation Code	Currency Code	Exchange Rate	Foreign Amt	Local Amt	Narration
EXPENSE_GL	AED	1	100	100	Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Enter value for Document Type
 Record: 4/4

To query for an AP voucher, click the query button once and select the criteria (Document Type, AP Code, AP Group, or Document Number) required and then click the query button again. The system will populate the details of the voucher based on the query.

Double clicking the query button will fetch all the AP vouchers. Navigate through the vouchers by using the up and down arrows.

Payable Payment Query – AP0260

The Payable Payment Query – AP0240 is used to query for the different AP payments generated during various AP transactions.

The screenshot shows the 'Cash/Bank/PDC Payment Query' window with the following details:

- Document Type:** BANK_PAY (BANK PAYMENT)
- Bank Code:** 001BOD (BANK OF DUBAI)
- Reference Details:** Document Number: BPAY-2004-00001, Other Reference: PMT FOR JAN2004
- Currency Details:** Currency code: AED (DIRHAMS), Exchange Rate: 1, Foreign Amount: 5000, Base Amount: 5000
- Date Details:** Document Date: 17-JAN-2004, G/L Date: 17-JAN-2004
- Cheque Details:** Cheque Number: 123, Cheque Date: 17-JAN-2004, Clearance: 18-JAN-2004, Beneficiary Account: LAHEJ & SULTAN, PDC Cheque: ☐, Beneficiary Branch: ..
- Narration:** MAINT FOR JAN, Notes: MAINT FOR JAN
- Status:** Posted, Allocation Total: 5000, Approval_History
- Allocation Details:**

Allocation Code	Currency	Exchange Rate	Foreign Amount	Local Amount	Narration
AP	AED	1	5000	5000	Allocation Details ..
					Allocation Details
					Allocation Details
					Allocation Details
					Allocation Details

Error: This Account Code does not exist
Record: 1/?

To query for an AP payment, click the query button once and select the criteria (Document Type, Bank Code, or Document Number) required and then click the query button again. The system will populate the details of the payment based on the query.

Double clicking the query button will fetch all the AP payments. The User can navigate through the payments by using the up and down arrows.

Use this query tool to retrieve details of all the AP matched documents of a balanced transaction.

Scroll to the right to view more fields. To query for a matched transaction, enter the document number and hit enter.

Place the cursor in the AP Code field and then double click the query button or press **F8** to list all the matched transactions.

AP Transaction Query – AP0250

Use this query tool to retrieve details of an AP transaction. By clicking the **Match Details** button, the system will allow the User to view the matching details of the particular transaction also.

The screenshot shows the 'Ap Transaction Query' window. It features a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar with various icons. The main area contains a table with the following data:

Document Type	Document Number	Serial	AP Code	Base Document Type	Internal Number	Other Reference	
32	NDP00002	1	100	INV	2614	E03493	Match
32	NDP00003	1	100	INV	2628	E03600	Match
32	NDP00004	1	100	INV	2629	E03600	Match
32	NDP00005	1	100	INV	2630	VMITEST	Match
32	NDP00006	1	100	INV	2631	F50001	Match
32	PDP00004	1	M01	INV	2654	EYE001	Match
							Match
							Match
							Match
							Match
							Match
							Match
							Match

Below the table, there are two summary fields: 'Debit Local Amt' with a value of 0, and 'Credit Local Amt' with a value of 149872.19. At the bottom, there is a status bar with the text 'Enter value for Document Type', 'Record: 6/6', and '<OSC> <DBG>'.

Click the Query button once, enter the AP Code required and then click the query button once again to retrieve all transactions related to that particular AP Code. Same can be done with other fields also.

Place the cursor in the AP Code field and then double click the query button or press **F8** to list all the AP transactions.

Capital

AP GL Query – AP0320

This query form is used to query for the AP transactions that have been posted in to the General Ledger.

The screenshot shows the 'AP GL Query' window with the following data:

Allocation Code	Base Document	Document Type	Document Number	Serial Number	Document Date	G/L Date	Year
60040210	INV	PIN	PIN07040002	2	07-APR-07	07-APR-07	2007
60040210	PAY	BPV	BPV07030002	2	01-MAR-07	01-MAR-07	2007
60040210	PAY	PCVSH	PCVSH07040001	2	16-APR-07	16-APR-07	2007
60040210	PAY	PDCP	PDCP07040001	2	01-MAR-07	30-APR-07	2007
60040210	PAY-REV	PREV	PREV07030001	2	01-MAR-07	01-MAR-07	2007
60040805	CR	RPIN	RPIN07040001	2	11-APR-07	11-APR-07	2007
60040805	INV	PIN	PIN07040001	2	07-APR-07	07-APR-07	2007
60040901	DR	PCR	PCR07030001	2	01-MAR-07	01-MAR-07	2007
60041501	PAY	PCVLA	PCVLA07040001	2	07-APR-07	07-APR-07	2007
60042200	PAY	CPV	CPV07030001	2	01-MAR-07	01-MAR-07	2007
60042200	PAY	PCVAD	PCVAD07040001	2	12-APR-07	12-APR-07	2007
60042200	PAY	PCVAD	PCVAD07040002	2	16-APR-07	16-APR-07	2007
60042401	PAY	BPV	BPV07040001	3	02-APR-07	02-APR-07	2007

Summary:

Debit Local Amt	Credit Local Amt
39320	39320

Record: 75/75 <OSC> <DBG>

The User can query by entering the required GL Account Code. Scroll to the right to view more details.

AP Matching Transactions Query – AP0330

This query form is used to query for the AP transactions that can be matched.

Document Type	Document Number	Serial	Code	Document Date	Currency	Exchange Rate	Foreign Amount
32	NDP00001	1	100	08-MAR-05	USD	1.75	
32	NDP00002	1	100	21-AUG-05	USD	3.66	
32	NDP00003	1	100	24-AUG-05	USD	3.66	-1
32	NDP00004	1	100	25-AUG-05	USD	3.66	
32	NDP00005	1	100	25-AUG-05	AED	1	
32	NDP00006	1	100	25-AUG-05	USD	3.66	
32	PDP00004	1	M01	19-MAY-07	UKP	7.25	
BANK_PAY	BPAY-2004-00001	1	LS001	17-JAN-04	AED	1	
BANK_PAY	BPAY-2004-00002	1	F21	23-FEB-04	AED	1	
PUR_CN	PURCN-2005-00001	1	100	25-JUN-05	AED	1	
PUR_DN	PURDN-2005-00001	1	100	25-JUN-05	AED	1	
PUR_INV	PURIN-2004-00001	1	LS001	17-JAN-04	AED	1	
PUR_INV	PURIN-2004-00002	1	100	02-APR-05	AED	1	

Debit Local Amt: 6093.69
Credit Local Amt: 2341075.25

Record: 21/21 <OSC> <DBG>

The User can query by entering the required Document type or number. Scroll to the right to view more details.

Year Closing (AP)

- [Payable Year Closing]

Action Edit Block Field Record Query Window Help

AP0150 Information Dynamics SUPER USER

Year: 2005 Status: Open

Following periods are not closed for the entered year

01-JAN-2005 31-DEC-2005

Warning: Using this program will stop all the Document Entry date for the year

Enter value for Year
Record: 1/1 <OSC> <DBG>

Particular accounts payable year can be closed from this program. This has to be used once Periods are closed.

Year: Enter the financial year to be closed. Once entering the year, if any period is open for that particular year it will display the user which period is open.

Status: From here user can close the year by selecting the option as 'Close'.

If any period is not closed for the entered year will be displayed in these fields.

Period Closing (AP)

Year: Period Number: Status:

Description:

Warning: Doing the above operation will not allow any further transaction to be entered into the system between and

Enter a query; press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query <OSC> <DBG>

Particular accounts payable period can be closed from this program. The system will display the currently activated year & month.

Year: The current financial year will be displayed.

Period Number: The activating month will be displayed.

Status: From here user can close the period by selecting the option as 'Close'

Description: Any user specific description can be given for this period
None of the fields except Status can be modified.

Document Freeze (AP)

Document Number

Document Type

Document Date

AP Code

Currency Code

Foreign Amount

Local Amount

Notes

Freeze

Enter value for Document Number

Record: 1/1

List of Values

<OSC>

<DBG>

AP0310 Information Dynamics SUPER USER

This form is used to freeze a document in a transaction cycle. This document, once frozen, will not be available for any sort of transactions.

Capital

Document Unfreeze (AP)

The screenshot shows a software window titled "[AP Document UnFreeze]". The window includes a menu bar with options: Action, Edit, Block, Field, Record, Query, Window, and Help. Below the menu bar is a toolbar with icons for various functions. The main workspace contains the following fields:

- Document Number: A text input field with a small icon to its right.
- Document Type: A text input field.
- Document Date: A text input field.
- AP Code: A text input field.
- Currency Code: A text input field.
- Foreign Amount: A text input field.
- Local Amount: A text input field.
- Notes: A larger text input field.

At the bottom center of the workspace is a button labeled "UnFreeze". The status bar at the very bottom of the window displays the text "Enter value for Document Number", "Record: 1/1", "List of Values", "<OSC>", and "<DBG>".

This form is used to unfreeze a payable document that had been frozen from transactions earlier.

4. Informational Requirements

4.1. *General Ledger Reports*

Sample Reports and their calling forms are pasted in the following pages.

Capital

Cash Book Detail

This item will get you a summary on the Cash Book.

[Report Calling]

Report: GLR030 Name: Cash Book Detail

Description: General Ledger - Cash Book Details Report

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 22/12/2007 Enter the To Date (DD/MM/YYYY)

From Bank Code: Enter the Valid Bank Code

To Bank Code: Enter the Valid Bank Code

Deposit Slip No: Select the Valid Deposit Slip No

User Code: Select the Valid User Code

glr030: Previewer

Page: 4 of 4 Run Date: 22-DEC-2007 Ref No: GLR030 User: ID

CASH/BANK BOOK DETAILS

From Date: '01/01/1998' To Date: '22/12/2007 23:59:59'

Doc Date	Deposit Slip No	Ref-No	Narration	Chq.No	Chq.Date	Debit Amount	Credit Amount	Run Balance
BANK: CASHMEMO CASH MEMO COLLECTIONS Currency: AED								
16-APR-06		OSL00011	CASH COLLECTION FOR LOCATION			60.00		9928.00
		W01						
15-AUG-06		OCN00043	CASH LAYBYE RETURN FOR				83.00	9845.00
		W01	LOCATION - W01					
15-AUG-06		OCN00043	CASH LAYBYE RETURN FOR				83.00	9762.00
		W01	LOCATION - W01					
15-AUG-06		OSL00012	CASH COLLECTION FOR LOCATION			249.00		10011.00
		W01						
11-MAR-07		PSL00001	CASH COLLECTION FOR LOCATION			23.00		10034.00
		GS						
BANK TOTAL:						16702.00	6668.00	
						Closing Balance:		10034.00
BANK: CR.CARD CREDIT CARD COLLECTIONS Currency: AED								
						Opening Balance:		0.00
BANK TOTAL:								

Capital

Cash book Summary

[Report Calling]

Report: GLR050 Name: Cash Book Summary

Description: General Ledger – Cash Book Summary Report

Output Type: Preview Destination:

Report Mode: Bitmap Format: dft

Copies: 1 **Run**

Values:

From Bank Code Enter the Bank Code

To Bank Code Enter the Bank Code

From Date 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date 22/12/2007 Enter the To Date (DD/MM/YYYY)

gtr050: Preview

File View Help

Page: 1

CASH/BANK BOOK SUMMARY Page No: 1 of 1 Run Date: 22-DEC-2007
Ref No : GLR050 User : ID

From Date : '01/01/1998' Currency : DIRHAMS
To Date : '22/12/2007'

Bank Code & Name	Currency	< Reconciled Upto	Op. Bal. Amount	< Unreconciled Amount * >		Unreconciled Balance
				Receipts	Payments	POC
001BOD BANK OF DUBAI	DIRHAMS	21-AUG-05	0.00	575.00		575.00
		22-AUG-05	0.00	115.00		115.00
		23-AUG-05	0.00	118.00		118.00
		13-OCT-05	0.00	200.00		200.00
		14-OCT-05	0.00	400.00		400.00
		15-OCT-05	0.00	450.00		450.00
		18-OCT-05	0.00	466.00		466.00
		22-OCT-05	0.00	600.00		600.00
		24-OCT-05	0.00	1158.00		1158.00
		25-OCT-05	0.00	1020.00		1020.00
		30-OCT-05	0.00	331.00		331.00
		02-NOV-05	0.00	1500.00		1500.00
CASHMEMO CASH MEMO COLLECTIONS	DIRHAM	21-AUG-05	0.00	90.00		90.00
		22-AUG-05	0.00	49.00		49.00
		23-AUG-05	0.00	8012.00	4353.00	3659.00
		24-AUG-05	0.00	7008.00	1722.00	5286.00
		13-OCT-05	0.00	175.00		175.00
		18-OCT-05	0.00	30.00		30.00
		22-OCT-05	0.00	611.00		611.00
		23-OCT-05	0.00	100.00		100.00
		25-OCT-05	0.00		1.00	-1.00

4.2. Accounts Receivable Reports

Information Dynamics, Dubai. Tel : 971-4-3555513 , Fax : 3555117, Sales : sales@infodynamic.net, Support : support@inf...

Information Dynamics
Dubai, U.A.E.
Telephone : 971-4-3555513

Supplier: 100, GOODS WORTH

System Admin	Detailed Ledger	Rect Dt>Due Dt of the Docs	Invoice / DR/CR Printing
Capital	General Ledger	Statement of Accounts(AR)	Rect Dt<Due Dt of the Docs
User Admin	Receivable	Age Analysis	Average Performance
Inventory	Payable	Limit Base Master	AR Master Listing
Sales	Receivable Reports	Group Master Listing	Unposted Transaction(AR)
Laybye	Payable Reports	Receipt Printing	AR Summary Report
Debtor	General Ledger Reports	PDC - Customer	Daily Collections
Loyalty	Duplicate Printing	PDC - Bank	Subsequent CollectionRpt
	Inventory Master	Trans. Based on Details	Transactions List
	Inventory Transaction	Currency Wise Transactions	Document Matching List
	Inventory Report	s. Prepared, Cancelled Same	Black Listed
	Store Master	Number of Reversals	Document ApprovalDetails
		Number of Cancelled Docs	AR Opening Balance
		AR with Credit Balance	Mail Attachment
		Cash Receipts History	Not Approved Vouchers

Sample Reports and their calling forms are pasted in the forthcoming pages.

Capital

Detailed Ledger

[Report Calling]

Report: ARR003 Name: Detailed Ledger (AR)

Description: AR Detailed Ledger File - ARR003

Output Type: Preview Destination:

Report Mode: Bitmap Format: dft

Copies: 1 **Run**

Values:

From customer code: Enter the From customer code

To customer code: Enter the To customer code

Date Based On: D Enter 'G'-G/L Date/'D'-Document Date

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Group Code: Select the Group Code

Document Type: Enter the Document Type

Arr003: Previewer

File View Help

Page: 1 of 1

Information Dynamics **انفورميشن دايناميكس** **DETAILED LEDGER (AR)** Page No: 1 of Run Date: 26-DEC-2007
Ref No: ARR003 User: ID Currency: DIRHAMS

From Date: '01/01/1998' To Date: '26/12/2007'

Customer Code: 22337 Customer Name: Payment Terms: 0 Days Credit Limit: 0.00

Doc Type	Doc Date	Ref No	Narration	Debit Amount	Credit Amount	Balance Amount	Foreign Amount	Due Date	Clearance Date	Other Ref.No	G/L Date
			Opening Balance :	0.00	0.00	0.00					
11	16-APR-06	OSL00009	CUSTOMER SALES FOR LOCATION - W01	10.00		10.00	10.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
17	16-APR-06	OCN00039	501/W01.060416.00000005 CREDIT CUSTOMER SALES FOR LOCATION - W01		1198.00	-1198.00	-1198.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
11	16-APR-06	OSL00010	501/W01.060416.00000006 CUSTOMER SALES FOR LOCATION - W01	10.00		10.00	10.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
17	16-APR-06	OCN00040	501/W01.060416.00000005 CREDIT CUSTOMER SALES FOR LOCATION - W01		1198.00	-1198.00	-1198.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
11	16-APR-06	OSL00011	501/W01.060416.00000006 CUSTOMER SALES FOR LOCATION - W01	10.00		10.00	10.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
17	16-APR-06	OCN00041	501/W01.060416.00000005 CREDIT CUSTOMER SALES FOR LOCATION - W01		1198.00	-1198.00	-1198.00 DHS	16-APR-06		501/W01.060416.000000C	16-APR-06
Total Without PDC:				30.00	3594.00						
Closing Balance Without PDC :				0.00	-3564.00						
Total PDC Amount :											
Closing Balance PDC Amount											

TYPE	AMOUNT	
	DEBIT	CREDIT
SALES	30.00	
SALES RETURN		3594.00
INVOICE	30.00	3594.00
TOTAL FOR THE PERIOD: '01/01/1998' TO '26/12/2007'	30.00	3594.00

Capital

Statement of Accounts (AR)

The screenshot shows a software window titled "[Report Calling]". The menu bar includes Action, Edit, Block, Field, Record, Query, Window, and Help. The toolbar contains various icons for file operations and report execution. The status bar at the top right shows "C00130", "Information Dynamics", and "SUPER USER".

The main form area is divided into two sections. The top section contains the following fields:

- Report: ARR340
- Name: Statement of Accounts (AR)
- Description: Statemet of Account
- Output Type: Preview (dropdown)
- Destination: (empty text box)
- Report Mode: Bitmap (dropdown)
- Format: Dflt
- Copies: 1
- Run button

The bottom section is titled "Values:" and contains a list of input fields with corresponding help icons:

- From Customer: (empty text box) - Select the Customer Code
- To Customer: (empty text box) - Select the Customer Code
- Date Based On: D - Enter 'G'-Gl Date 'D'-Document Date
- From Date: 01/01/1998 - Enter the From Date (DD/MM/YYYY)
- To Date: 26/12/2007 - Enter the To Date (DD/MM/YYYY)
- Ageing(Y/N): Y - Enter 'Y' or 'N' for Ageing
- Matching(Y/N): Y
- Group Code: (empty text box) - Select the Group code
- Transaction Type: (empty text box) - Enter the Transaction Type
- Document Type: (empty text box) - Enter the Document Type
- Outstanding (Y/N): Y - Select Y or N

The bottom status bar shows "Record: 1/1", "List of Values", "<DSC>", and "<DBG>".

Capital

Statement Of Account - Accounts Receivable

File View Help

Page: 61

STATEMENT OF ACCOUNT

Page No: 61 of 181 Run Date: 26-DEC-2007
Ref No : ARR340 User : ID

BENNETT SYBIL
Post Box.No: .
Tel.:Fax:.

Code: 32713
From Date: '01/01/1998'
To Date: '26/12/2007'

Payment Terms : 0 DAYS
Credit Limit : 0.00
Currency : DIRHAMS

Date	Type	Reference No	Other Ref.No	Narration	Outstand Debit	Outstand Credit	Foreign Amt
				Opening Balance:	0.00	0.00	
04-DEC-05	DR	INT-2005-01931	MONTH-END 8	Interest for the month 04/12/2005	2.62		2.62 AED
31-DEC-05	INV	NSL00886	THA/151/051231/0001	CUSTOMER SALES FOR LOCATION - 151	68.47		130.00 E
15-JAN-06	DR	INT-2006-02236	MONTH-END 9	Interest for the month 15/01/2006	0.12		0.12 AED
18-MAR-06	INV	OSL01573	THA/151/060318/0001	CUSTOMER SALES FOR LOCATION - 151	159.85		159.85 E
26-MAR-06	DR	INT-2006-02514	MONTH-END 11	Interest for the month 26/03/2006	0.59		0.59 AED
05-MAR-07	DR	INT-2007-00165	MONTH-END 13	Interest for the month 05/03/2007	2.00		2.00 AED
				Total Excluding PDC :	233.65	0.00	
				Closing Balance Excluding PDC :	233.65		
				Total PDC :	0	0	
				Closing Balance :	233.65		
				Amount Due Excluding(PDC)			
				<= 30 days	60 days	90 days	>90 days
				0.00	0.00	0.00	233.65

Capital

Age Analysis (AR)

[Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR005 Name: Age Analysis (AR)

Description: Accounts Receivable - Age Analysis Report

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 **Run**

Values:

Upto Date: 26/12/2007 Enter the Date (DD/MM/YYYY)

From Customer: Enter the Customer Code

To Customer: Enter the Customer Code

Slab 1: 0 Enter 0 (Zero)

Slab 2: 30 Enter the Value as 30

Slab 3: 31 Enter the Value as 31

Slab 4: 60 Enter the Value as 60

Slab 5: 61 Enter the Value as 61

Slab 6: 90 Enter the Value as 90

Slab 7: 91 Enter the Value as 91

Slab 8: 180 Enter the Value as 180

Slab 9: 181 Enter the Value as 181

Slab 10: 999 Enter the Value as 999

Record: 1/1 <OSC> <DBG>

Arr005: Preview

File View Help

Information Dynamics انشور ميديان دايناميكس

AGE ANALYSIS (AR)

Page No: 1 of 1 Run Date: 26-DEC-2007

RefNo : ARR005 User : ID

Date : '26/12/2007' Currency : DIRHAMS

CUSTOMER CODE AND NAME	PAY TERM	CURRENT BALANCE	'0' - '30'	'31' - '60'	'61' - '90'	'91' - '180'	'181' - '999'	CREDIT LIMIT
22336	0 Days	72.00					72.00	0.00
22337	0 Days	-3564.00					-3564.00	0.00
CC001 CREDIT CARD	0 Days	13175.35					13175.35	0.00
CHQ01 CHEQUE CODE	20 Days	433110.28					433110.28	0.00
INT001	0 Days	-6741.24					-6741.24	0.00
LAY1	0 Days	-6340.40					-6340.40	0.00
GRAND TOTALS:		429711.99	0.00	0.00	0.00	0.00	429711.99	

Capital

Limit Base Master Listing

LIMIT MASTER LISTING

File View Help

Page: 1 ?

Information Dynamics انفورميشن دايناميكس
Page No: 1 of 1 Run Date: 26-DEC-07
RefNo : ID User: ID

LIMIT BASE MASTER LISTING (AR)

Limit Code	Description
------------	-------------

Group Master Listing (AR)

AR -- GROUP MASTER

File View Help

Page: 1 ?

Information Dynamics انفورميشن دايناميكس
Page No: 1 of 1 Run Date: 26-DEC-07
RefNo : ARR002 User: ID

GROUP MASTER LISTING (AR)

Group Code	Account Code	Description
CC0001	001001020132003	CREDIT CARD COLL
DEBTOR	001001020132003	Debtor
INT	001001020132003	INT
LAYBE1	001001020132006	LAYBYE1 GROUP
LAYBYE	001001020132006	laybye Account
CARD	10010601	CREDIT CARED

Receipt Printing

- [Receipt Printing]

Action Edit Block Field Record Query Window Help

C00140 Information Dynamics SUPER USER

DUPLICATE RECEIPT PRINTING

CASH RECEIPT PRINTING

Document Number: **Run** <-- Click here to Run the Report

BANK RECEIPT PRINTING

Document Number: **Run** <-- Click here to Run the Report

PDC RECEIPT PRINTING

Document Number: **Run** <-- Click here to Run the Report

List Of Values Available
Record: 1/1
List of Values <OSC> <DBG>

Arr009: Previewer

File View Help

Page: 1

Information Dynamics انفورميشن دايناميكس

P.O.Box:30448, Dubai, U.A.E., Tel: 04-397 0242, Fax: 04-397 1877, Tlx: 46142 SGROUP EM.

BANK RECEIPT

Received With thanks From : ersere	Receipt No : BRCT-2004-00001
	Date : 25-FEB-04
	Mode : CHEQUE
	Cheque No : 76576565676
	Date : 25-FEB-04
Code : OGS2000149	Doc Type : BANK_RCT
	Bank : 001BOD
	Branch : BANK OF DUBAI / DEIRA
	Cust. A/c No : 001-001-001
	User Code : ID
Currency : DIRHAMS	
Amount in Figures : 11060.00	
Amount in Words : ELEVEN THOUSAND SIXTY ONLY	
In Settlement of : wersers	
Confirmed By :	Received By :
E&O.E	

Capital

Arr008: Previewer

File View Help

Page: 1 ?

CASH RECEIPT

Received With thanks From : D	Receipt No : CRCT-2005-00001
	Date : 02-NOV-05
	Mode : CASH
	Doc Type : CASH_RCT
	Bank : CASHMEMO
	User Code : ID

Currency	: DIRHAMS
Amount in Figures	: 10.00
Amount In Words	: TEN ONLY

In Settlement of	: DD
------------------	------

Received By :	Acknowledged By :	Approved By :
---------------	-------------------	---------------

E&O.E

PDC Listing by Bank

- [Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR018 Name: PDC - Bank(AR)

Description: PDC - By Bank (AR)

Output Type: Preview Destination:

Report Mode: Bitmap Format: Dflt

Copies: 1

Run

Values:

Bank Code Enter the Bank Code

From Date 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date Enter the To Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

Arr018: Preview

File View Help

Page: 1

Information Dynamics انفورميشن دايناميكس PDC LIST BY BANK

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR018 User : ID

From Date : '01/01/1998' To Date : '01/01/2007'

Bank Code & Name	Cheque Date	Cheque Number	Branch	Drawer A/c	Reference No	Foreign Amt	Local Amt
						TOTAL :	
						GRAND TOTAL :	

Capital

PDC Listing by Customer


- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: ARR017 Name: PDC - Customer

Description: PDC By Customer - Report

Output Type: Preview Destination: 


Report Mode: Bitmap Format: Dfif

Copies: 1 **Run**

Values:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Customer:  Enter the customer code

Record: 1/1 <OSC> <DBG>

Arr017: Preview

File View Help

Information Dynamics

PDC LIST BY CUSTOMER

Page No: 1 of 1 Run Date: 24-08-2007

Ref No: ARK017 User: ID

From Date: '01/01/1998' To Date: '26/12/2007'

Customer	Cheque Date	Cheque Number	Branch	Drawer Acc	Bank Code	Reference No	Foreign Amt	Local Amt
GRAND TOTAL :								

Capital

Transaction based on Details

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR050 Name: Transactions Based on Detail 1 to 10 AR

Description: Transactions Based on Details

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 Run

Values:

AR Code:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Detail_1

Detail_2

Detail_3

Detail_4

Detail_5

Detail_6

Detail_7

Detail_8

Detail_9

Detail_10

Record: 1/1 List of Values <OSC> <DBG>

Arr050: Previewer

File View Help

Information Dynamics **DETAIL WISE TRANSACTION LIST (AR)** Page No: 1 of Run Date: 26-DEC-2007
Ref No : ARR050 User : ID

From Date: '01/01/1998' To Date: '26/12/2007' Base Currency: DIRHAMS

Doc Date	Base Doc	Doc Type	Reference No	Other Ref No	Narration	Allocation A/c Code	Foreign Amount	Local Amount	Balance Amount
16-APR-06	INV	17	OCN00039	501/W01/060416/0000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
16-APR-06	INV	17	OCN00040	501/W01/060416/0000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
16-APR-06	INV	17	OCN00041	501/W01/060416/0000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
16-APR-06	INV	11	OSL00009	501/W01/060416/0000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
16-APR-06	INV	11	OSL00010	501/W01/060416/0000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
16-APR-06	INV	11	OSL00011	501/W01/060416/0000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
TOTAL:								72.00	72.00

Capital


Currency-wise Transactions

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR060 Name: Currency Wise Transactions AR


Description: Currency wise Transactions

Output Type: Preview Destination: 

Report Mode: Bitmap Format: dflt


Copies: 1 **Run**


Values:


AR Code: 


From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)


To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)


Currency: USD,AED 

Base Document: 

Document Type: 

Analysis 1: 

Analysis 2: 

Analysis 3: 

Record: 1/1 List of Values <OSC> <DBG>

Arr060: Preview

File View Help

Page: 1

Information Dynamics انشور ميديشن داتا اناليتكس **CURRENCY WISE TRANSACTION LIST (AR)** Page No: 1 of Run Date : 26-DEC-2007
Ref No : ARR060 User : ID
BASE CURRENCY : DIRHAMS
Currency: DIRHAMS

Customer Code & Name: 32643 BAILEY D.


Doc Date	Base Doc	Doc Type	Reference No	Other Ref No	Narration	Allocation A/c.Code	Foreign Amount	Local Amount	Balance Amount
04-DEC-05	DR	INT	INT-2005-01903	MONTH-END 8	Interest for the month 04/12/2005	001001020133002	0.70 AED	0.70	0.70
15-JAN-06	DR	INT	INT-2006-02246	MONTH-END 9	Interest for the month 15/01/2006	001001020133002	0.70 AED	0.70	0.70
28-FEB-06	DR	INT	INT-2006-02444	MONTH-END 10	Interest for the month 28/02/2006	001001020133002	6.41 AED	6.41	6.41
26-MAR-06	DR	INT	INT-2006-02635	MONTH-END 11	Interest for the month 26/03/2006	001001020133002	8.88 AED	8.88	8.88
05-MAR-07	DR	INT	INT-2007-00214	MONTH-END 13	Interest for the month 05/03/2007	001001020133002	11.00 AED	11.00	11.00
TOTAL:								27.69	27.69

Ex Document Prepared and Cancelled on the same day

[Report Calling]

Report: ARR080 Name: EX Document Prepared and Cancelled the Same Day AR


Description: Document Prepared and Cancelled on the Same Day

Output Type: Preview Destination: 

Report Mode: Bitmap Format: dflt


Copies: 1 **Run**


Values:

AR Code 

From Date 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document 

Document Type 

Record: 1/1 List of Values <OSC> <DBG>

Arr080: Previewer

File View Help

Page: 1 ?

Information Dynamics انشورمينشن دايناميكس

DOCUMENTS PREPARED AND CANCELLED SAME DAY

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR080 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Document Number	Base Doc	Doc Type	Doc Date	Other Reference	Narration	Foreign Amt	Local Amt	Reason	Prepared By	Cancelled By
TOTAL										

1

Capital

Number of Reversals (AR)

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR090 Name: EX Number of Reversals AR

Description: Number of Reversals

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 Run

Values:

AR Code

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document

Document Type

Record: 1/1 List of Values <OSC> <DBG>

Arr090: Previewer

File View Help

Page: 1

Information Dynamics انشورميشن دايناميكس

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR090 User : ID

NUMBER OF REVERSALS IN AR

From Date : '01/01/1998' To Date : '26/12/2007'

Date	Base Document	Document Type	Vouchers
TOTAL			

Number of Cancelled Documents (AR)

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: ARR100 Name: EX Number of Cancelled Documents AR

Description: Number of Cancelled Documents

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AR Code

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document

Document Type

Record: 1/1 List of Values <OSC> <DBG>

Arr100: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR100 User : ID

NUMBER OF CANCELLED DOCUMENTS IN AR

From Date : '01/01/1998' To Date : '26/12/2007'

Date	Base Document	Document Type	Cancelled
TOTAL			

Capital

AR with Credit Balance

[Report Calling]

Report: ARR130 Name: EX Credit Balance in AR for > Days

Description: Credit Balance > n Days

Output Type: Destination:

Report Mode: Format:

Copies:

Run

From AR Code Values:

To AR Code

Record: 1/1 List of Values <OSC> <DBG>

Arr130: Previewer

Page No: 4 of 4 Run Date: 26-DEC-2007

Ref No : ARR130 User : ID

CREDIT BALANCE IN AR

Customer Code	Name	CR Balance Without PDC	Balance PDC
34143	SYLVESTER ANGIE	-58.94	0.00
34145	MATSENIWA GUGU	-1.00	0.00
34148	THWALA BONISIWE	-0.02	0.00
34168	HLOPE NOMATHEMBA	-0.01	0.00
34199	LUKHELE ALBERT A.	-0.08	0.00
34226	MARGARET SEMPUMA	-55.21	0.00
34282	KUNENE FIKILE J.	-5.10	0.00
34300	NOMSA HLOPHE	-102.92	0.00
34306	HILLARY BUSIE EUNICE	-43.76	0.00
34321	MAKHUBU M. S.	-0.30	0.00
34322	ZANDILE K. DLAMINI	-5.00	0.00
34333	MNGOMEZULU FIKILE	-1.42	0.00
34352	SIBANDZE PINKIE	-2.73	0.00
34356	SANDILE KHAMANGA	-9.65	0.00
34361	MUIR CAROL	-17.95	0.00
34377	REEVE JACQUELINE MARY	-0.29	0.00
34382	SIHLONGONYANE ABIGAIL	-29.96	0.00
34383	ARMSTRONG J.C.	-0.20	0.00
34387	THANDIE F.SHONGWE	-360.25	0.00
34441	LAYBYE RETURNS FROM RSC	-13733.80	0.00
34461	MR	-4570.20	0.00
34501	MR	-35454.75	0.00
34521	RETURNED LAYBYES 2	-7643.15	0.00
34522	LAYBYE RETURNS 1	-462.30	0.00
INT001		-4390.34	0.00

Capital

Receipt Date > Due Date of the Matched Documents (AR)

[Report Calling]

Report: ARR160 Name: Receipt Date > Due Date of the Matched Docs AR

Description: Receipt Date > Due Date of matched AR

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 **Run**

Values:

AR Code:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

Arr160: Previewer

Page No: 16 of 16 Run Date: 26-DEC-2007
Ref No: ARR160 User: ID

RECEIPT DATE > DUE DATE OF THE MATCHED DOCS AR

From Date: '01/01/1998' To Date: '26/12/2007'

Base Doc	Document Number	Doc Date	Narration	Local Amt	Match Doc No	Receipt Date	Due Date	Match Amt	Days
INV	OSL00005	06-JAN-06	LOCATION - 592 NOM:592.060106.0000087 CUSTOMER SALES FOR	6.45	OSL00002	06-JAN-06	03-JAN-06	98.30	3.00
INV	OSL00005	06-JAN-06	LOCATION - 592 NOM:592.060106.0000087 CREDIT CARD SALES FOR	2107.23	OSL00002	06-JAN-06	03-JAN-06	98.30	3.00
INV	OSL00005	06-JAN-06	LOCATION - 592 CREDIT CARD SALES FOR	2107.23	OSL00002	06-JAN-06	03-JAN-06	7.60	3.00
INV	OSL00005	06-JAN-06	LOCATION - 592 CREDIT CARD SALES FOR	2107.23	OSL00002	06-JAN-06	03-JAN-06	-100.30	3.00
INV	OSL00007	08-JAN-06	LOCATION - 592 SPH:592.060108.0000004 CUSTOMER SALES FOR	12.60	SALCN-2006-00007	08-JAN-06	03-JAN-06	-10.00	5.00
INV	OSL00007	08-JAN-06	LOCATION - 592 SPH:592.060108.0000004 CUSTOMER SALES FOR	158.40	SALCN-2006-00007	08-JAN-06	03-JAN-06	-10.00	5.00
INV	OSL00007	08-JAN-06	LOCATION - 592 SPH:592.060108.0000003 CUSTOMER SALES FOR	98.51	SALCN-2006-00007	08-JAN-06	03-JAN-06	-10.00	5.00
INV	OSL00007	08-JAN-06	LOCATION - 592 SPH:592.060108.0000002 CUSTOMER SALES FOR	13.72	SALCN-2006-00007	08-JAN-06	03-JAN-06	-10.00	5.00
INV	OSL00007	08-JAN-06	LOCATION - 592 SAN:592.060108.0000001 CREDIT CARD SALES FOR	599.49	SALCN-2006-00007	08-JAN-06	03-JAN-06	-10.00	5.00
AVERAGE DAY									1.57

Capital

Receipt Date < Due Date of the Matched Documents (AR)

[Report Calling]

Report: ARR170 Name: Receipt Date < Due Date of the Matched Docs AR

Description: Receipt date < Due date of matched AR

Output Type: Destination:

Report Mode: Format:

Copies: **Run**

Values:

AR Code:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

Arr170: Previewer

Page: 116

RECEIPT DATE < DUE DATE OF THE MATCHED DOCS AR

Page No: 16 of 16 Run Date: 26-DEC-2007
Ref No: ARR170 User: ID

From Date: '01/01/1998' To Date: '26/12/2007'

Base Doc	Document Number	Doc Date	Narration	Local Amt	Match Doc No	Receipt Date	Due Date	Match Amt	Days
CR	SALCN-2006-00007	03-JAN-06		-284.65	OSL00007	03-JAN-06	08-JAN-06	-10.00	-5.00
CR	SALCN-2006-00007	03-JAN-06		-284.65	OSL00007	03-JAN-06	08-JAN-06	-10.00	-5.00
CR	SALCN-2006-00007	03-JAN-06		-284.65	OSL00007	03-JAN-06	08-JAN-06	-10.00	-5.00
CR	SALCN-2006-00007	03-JAN-06		-284.65	OSL00007	03-JAN-06	08-JAN-06	-10.00	-5.00
CR	SALCN-2006-00007	03-JAN-06		-284.65	OSL00007	03-JAN-06	08-JAN-06	-10.00	-5.00
AVERAGE DAY									-1.57

Capital

Average Performance

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: ARR180 Name: Average Performance for the AR

Description: Average AR Performance

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AR Code:

Record: 1/1 List of Values <OSC> <DBG>

Arr180: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR180 User : ID

Information Dynamics انشور ميديشن دايناميكس

AVERAGE PERFORMANCE FOR THE MONTH - Base Currency : DIRHAMS

Base Document	Description	Debit Amount	Credit Amount	Percentage
CR	CREDIT NOTE	632072.49	1895306.43	37.48
DR	DEBIT NOTE	15715.81	6741.24	0.33
INV	INVOICE	4040304.81	152916.33	62.19
TOTAL		4688093.11	2054964.00	

AR Master Listing

The screenshot shows a 'Report Calling' dialog box with the following fields and options:

- Report:** ARR260
- Name:** AR Master Listing
- Description:** AR Master Listing Report
- Output Type:** Preview (dropdown menu)
- Destination:** (empty text field)
- Report Mode:** Bitmap (dropdown menu)
- Format:** Dfif (text field)
- Copies:** 1 (text field)
- Run:** (button)
- Values:**
 - Customer Code:** (empty text field)
 - Detail(Y/N):** Y (text field)


At the bottom of the dialog, there is a status bar with the text: Record: 1/1, List of Values, <OSC>, <DBG>.

Capital

Arr260: Previewer

File View Help

Page: 45

Information Dynamics  انموزمينشن مايناميكس

AR MASTER LISTING

Page No: 45 of Run Date: 26-DEC-2007
Ref No : ARR260 User : ID

Customer Code	: 22396	Telex	:
Customer Name	: LETSOSA KGATLHEGO	E-Mail	:
P.O.Box No	:	Receivable Type	: Cash
Address Line 1	:	Status	: Normal
Address Line 2	:	Limit Type	: No Limit
Address Line 3	: aa	Limit Amount	: 0.00
Telephone	:	Add Up %	: 0
Fax	:	Final Limit	: 0.00
		Credit Days	: 0
		Balance	: 0.00

Analysis Details:-

Groups:-

Group Code	Description
DEBTOR	DEBTOR

Addition Currency:-

Currency Code	Name
---------------	------

Capital

Unposted Transactions

- [Report Calling]

Report: Name:

Description:

Output Type: Destination:

Report Mode: Format:

Copies:

Run

Values:

From Date: Enter the Date as (DD/MM/YYYY)

To Date: Enter the Date as (DD/MM/YYYY)

Document Type: Select the Document Type

Base Document: Select the Base Document Type

Record: 1/1

Arr210: Previewer

Information Dynamics

UNPOSTED TRANSACTIONS (AR)

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No: ARR210 User: ID

From Date: '25/12/2007' To Date: '26/12/2007'

Capital

AR Summary Report

[Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR280 Name: AR Summary Report

Description: AR Summary Report

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

From Date: 26/12/2003 Enter the Date as (DD/MM/YYYY)

To Date: 26/12/2007 Enter the Date as (DD/MM/YYYY)

From Customer: Select the Valid Customer Code

To Customer: Select the Valid Customer Code

Group Code: Select the Valid Group Code

Selection: Select N - Excess Amount / Y - Net Amount

Record: 1/1 <OSC> <DBG>

Arr280: Preview

File View Help

Page: 30 ?

Information Dynamics 30448, Dubai, UAE

ACCOUNTS RECEIVABLE SUMMARY REPORT

Page No: 30 of 30 Run Date: 26-DEC-2007

Ref No : ARR280 User : ID

From Date : '26/12/2003' To Date : '26/12/2007'

Customer Code & Name	Opening Balance	Invoice	Receipts	Debit Note	Credit Note	Closing Balance	Credit Limit	Excess Amt
23337								0.00
23338								0.00
23339								0.00
23340								0.00
23341								0.00
23342								0.00
23343								0.00
23344								0.00
23345								0.00
CC001 CREDIT CARD		600.00			12575.35	13175.35		0.00
CHQ01 CHEQUE CODE					433110.28	433110.28		0.00
CHQ01 CHEQUE CODE					433110.28	433110.28		0.00
INT001				-6741.24		-6741.24		0.00
INT001				-6741.24		-6741.24		0.00
LAY1		1604.00		714.00	-8658.40	-6340.40		0.00
LAY1		1604.00		714.00	-8658.40	-6340.40		0.00
TOTAL		-3176.00		-12054.48	861479.11	846248.63	0.00	0.00

Capital

Daily Collections

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR400 Name: Daily Collections

Description: Daily Collections

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

Collected By: Select the Valid User Code

From Date: 26/12/2002 Enter the Date as (DD/MM/YYYY)

To Date: 26/12/2007 Enter the Date as (DD/MM/YYYY)

Bank Code: Select the Valid Bank Code

Document Type: Select the Valid Document Type

Record: 1/1 <OSC> <DBG>

Arr400: Previewer

File View Help

Page: 1 ?

DAILY COLLECTION Page No: 1 of 1 Run Date: 26-DEC-2007
Ref No : ARR400 User : ID

From Date: '26/12/2002' To Date: '26/12/2007'

Branch Location	Doc Number	Doc Date	Cash Bank Code	Cheque Date	Cheque No	Branch	Currency	Foreign Amount	Local Amount
.	BRCT-2004-00005	03-MAR-04	001BOD	03-MAR-04	WERWERERE ./. .		AED	1000.00	1000.00
DEIRA	BRCT-2004-00001	25-FEB-04	001BOD	25-FEB-04	76576565676	BANK OF DUBAI / DEIRA	AED	11060.00	11060.00
	BRCT-2004-00002	26-FEB-04	001BOD	26-FEB-04	2323232	BANK OF DUBAI / DEIRA	AED	25.69	25.69
	BRCT-2004-00003	26-FEB-04	001BOD	26-FEB-04	123344	BANK OF DUBAI / DEIRA	AED	7446.00	7446.00
	BRCT-2004-00004	28-FEB-04	001BOD	28-FEB-04	878978	BANK OF DUBAI / DEIRA	AED	100.00	100.00
	BRCT-2004-00006	08-FEB-05	001BOD	08-FEB-05	4324324324	BANK OF DUBAI / DEIRA	AED	890.00	890.00
									20521.69

Capital

Subsequent Collections Report

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR410 Name: Subsequent Collection Rpt

Description: Subsequent Collection Rpt

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 Run

Values:

Customer Code: Select the Valid Customer Code

Year: 2000 Enter the Year as (YYYY - 2000)

Detail/Summary: N Select the Y or N For Detail or Summary

Record: 1/1 List of Values <OSC> <DBG>

Arr410: Previewer

File View Help

Page: 1

Information Dynamics

Page No: 1 of 1 Run Date: 26-DEC-2007

RefNo : ARR410 User : ID

SUBSEQUENT COLLECTION REPORT (AR)

Customer Code: '22358' NEO TEBOGO Year: 2000

Year	Period	Document	Original Amount	Balance Amount
TOTAL :				

Capital

AR Transaction Listing

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR030 Name: AR Transaction Listing

Description: AR Transaction Listing

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 **Run**

Values:

AR Code: Enter a customer Code

Date Based On: D Enter the date base (D- Document Date,G-GL date)

From Date: 01/01/1998 From Date (DD/MM/YYYY)

To Date: 26/12/2007 To Date (DD/MM/YYYY)

Document Base

Document Type

Credit/Debit/Both: B Either Credit or Debit or All Transactions

Outstanding Only: N Only Outstanding Transactions or All (A/N)

Arr030: Previewer

File View Help

Page: 1 of 1

Information Dynamics انشور ميديشن داتا بايستيکس **TRANSACTION LIST (AR)** Page No: 1 of 1 Run Date: 26-DEC-2007
Ref No : ARR030 User : ID

From Date: '01/01/1998' To Date: '26/12/2007' Base Currency: DIRHAMS

Customer Code & Name	Doc Date	Reference No	Other Ref No	Narration	Allocation A/c Code	Foreign Amount	Local Amount	Balance Amount
22336	16-APR-06	OCN00039	501/W01/060416/000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
22336	16-APR-06	OCN00040	501/W01/060416/000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
22336	16-APR-06	OCN00041	501/W01/060416/000004	CREDIT CUSTOMER SALES FOR LOCATION - W01		-200.00 DHS	-200.00	-200.00
22336	16-APR-06	OSL00009	501/W01/060416/000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
22336	16-APR-06	OSL00010	501/W01/060416/000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
22336	16-APR-06	OSL00011	501/W01/060416/000003	CUSTOMER SALES FOR LOCATION - W01		224.00 DHS	224.00	224.00
TOTAL:							72.00	72.00

TRANSACTION SUMMARY

Customer Code	Type	No	Amount
22336	INV	6	0.00
TOTAL:		6	0.00

Document Matching List (AR)

[Report Calling]

Report: ARR040 Name: Document Matching List AR

Description: AR Doc Matching

Output Type: Destination:

Report Mode: Format:

Copies:

Run

Values:

AR Code Enter the AR Code

Start Date Enter the From Date (DD/MM/YYYY)

End Date Enter the To Date (DD/MM/YYYY)

Base Document Base Document

Document Type Document Type

Document Number Document Number

Record: 1/1 List of Values <OSC> <DBG>

Arr040: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR040 User : ID

DOCUMENT MATCHING LIST (AR)

Capital

Black Listed (AR)

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: ARR120 Name: EX Black Listed AR

Description: Black Listed AR

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 Run

Values:

From AR Code

To AR Code

Record: 1/1 List of Values <OSC> <DBG>

Arr120: Previewer

File View Help

Page: 1 ?

Information Dynamics انفورميشن دايناميكس

BLACK LISTED (AR)

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : ARR120 User : ID

Customer Code	Customer Name	Address	Receivable Type
---------------	---------------	---------	-----------------

Document Approval Details

- [Report Calling]

Action Edit Block Field Record Query Window Help

Report: ARR190 Name: Document Approval Details

Description: Documnet Approval Details

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AR Code

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document

Document Type

Document Number Enter the Document Number

Record: 1/1 List of Values <OSC> <DBG>

Arr190: Previewer

File View Help

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No: ARR190 User: ID

DOCUMENT APPROVAL DETAILS (AR) Currency: DIRHAM5

From Date: '01/01/1998' To Date: '26/12/2007'

Document Number	Foreign Amount	Local Amount	Approved / Rejected By	Received Date/Time	Approved Date/Time	Status	Reason (if Rejected)
14							

Capital

AR Opening Balance

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR440 Name: Opening Balance List

Description: Opening Balance List

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 Run

Values:

AR Code: AR Group:

From Date: 26/12/2001 To Date: 26/12/2007

Format DD/MM/YYYY Format DD/MM/YYYY

Record: 1/1 <OSC> <DBG>

Arr440: Previewer

File View Help

Page: 1 ?

Information Dynamics انشورميتي دينايميكس

AR Opening Balance Details

Page No : 1 of 1 Run Date : 26 DEC 2007

Ref No : ARR440 User : ID

From date : '26/12/2001' To date : '26/12/2007'

AR Code	AR Name	Document Type	Document Number	Doc Date	Currency	Foreign Amount	Local Amount
Grand Total :							

Summary Details

Group Code	Group Name	Local Amount
Total :		

Capital

Not Approved Vouchers (AR)


- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR110 Name: EX Not Approved Vouchers AR


Description: Number of Not Approved Vouchers

Output Type: Preview Destination: 

Report Mode: Bitmap Format: dflt


Copies: 1 **Run**


Values:

AR Code 

From Date 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document 

Document Type 

Record: 1/1 List of Values <OSC> <DBG>

Arr110: Preview

File View Help

Information Dynamics 30448, Dubai, UAE

NOT APPROVED VOUCHERS

Page No: 1 of 1 Run Date: 26-DEC-2007
Ref No : ARR110 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Document Number	Doc Type	Doc Date	Other Reference	Narration	Foreign Amt	Local Amt	Received Date	Rejected By	Reason
TOTAL									

1

Duplicate Printing

The screenshot shows a software window titled "- [Accounts Reports]". The menu bar includes "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". The toolbar contains various icons for file operations and data manipulation. The main area is titled "DUPLICATE PRINTING" and contains two identical sections for "INVOICE / DEBIT NOTE / CREDIT NOTE PRINTING (AP)". Each section has a "Document Number:" label, a text input field, a small globe icon, and a "Run" button. The status bar at the bottom shows "Record: 1/1", "List of Values", "<OSC>", and "<DBG>".

Capital

Tcr320: Previewer

File View Help

Page: 1 ?

DEBIT NOTE

ADDRESS:-

Name : .
P.BOX:..
.
.
Code : 22336 :

DOCUMENT DETAILS:-

Document Number : SDNR-2006-00003
Document Date : 09-APR-06
Due Date : 09-APR-06
Other Ref : VPW01000167
User Code : 501
Page No : 1 of 1

Description	Currency	Foreign Amount	Amount in (AED)
	AED	4.00	4.00

Grand Total DIRHAMS FOUR ONLY 4.00

For INFORMATION DYNAMICS

Prepared by : Approved by : Acknowledged By :

Age Analysis as on date

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: ARR005A Name: Age Analysis As On Date

Description: Age Analysis(As on date)

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

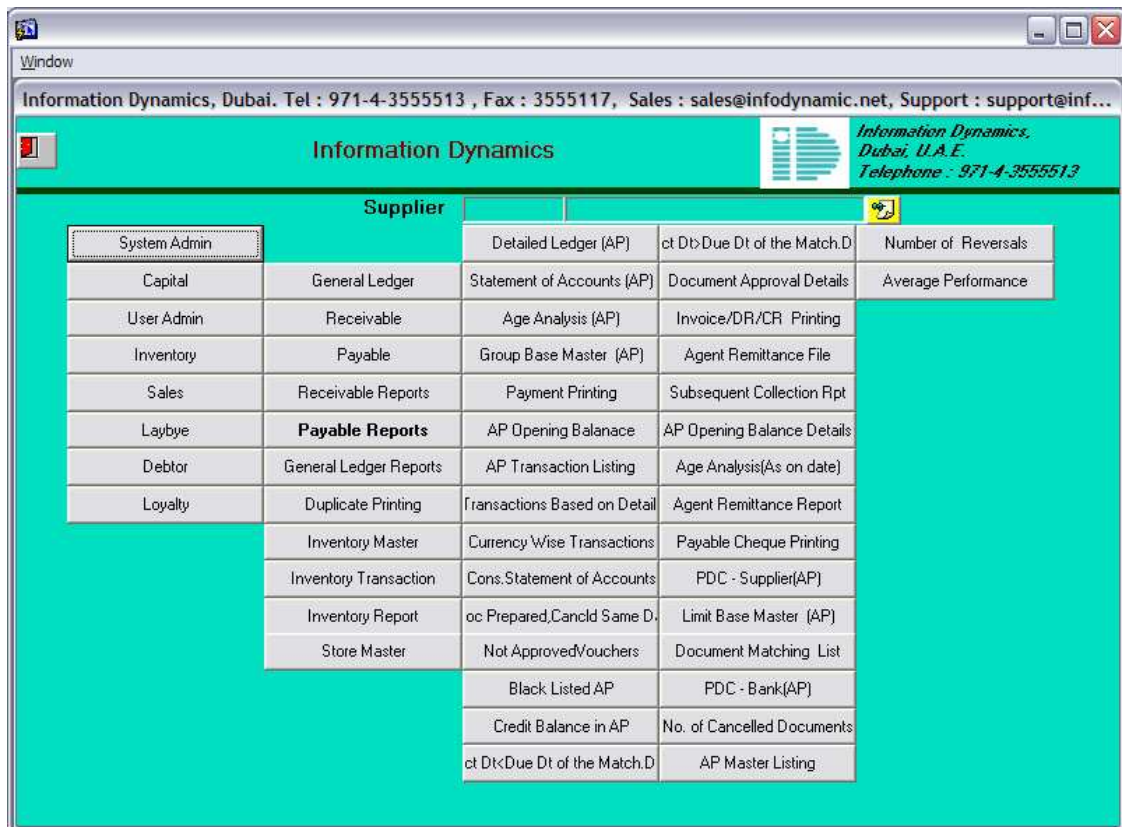
Copies: 1 **Run**

Values:

From Customer:		Enter the Customer Code
To Customer:		Enter the Customer Code
Group Code:		Select the Group Code
Slab 1:	0	Enter 0 (Zero)
Slab 2:	30	Enter the Value as 30
Slab 3:	31	Enter the Value as 31
Slab 4:	60	Enter the Value as 60
Slab 5:	61	Enter the Value as 61
Slab 6:	90	Enter the Value as 90
Slab 7:	91	Enter the Value as 91
Slab 8:	180	Enter the Value as 180
Slab 9:	181	Enter the Value as 181
Slab10:	999	Enter the Value as 999

Record: 1/1 List of Values <DSC> <DBG>

4.3. Accounts Payable Reports



Sample Reports and their calling forms APe pasted in the forthcoming pages.

Capital

Detailed Ledger

[Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: APR003 Name: Detailed Ledger (AP)

Description: Accounts Payable Detailed Ledger

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 Run

Values:

From Date: 01/01/1998 Enter the From Date(DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

From Supplier: Enter the Valid Customer Code

To Supplier: Select the Supplier Code

Group Code: Select the Group Code

Transaction Type: Enter the Transaction Type

Document Type: Enter the Document Type

APR003: Preview

File View Help

Page: 1

Information Dynamics انفورميشن ديناميكس

DETAILED LEDGER (AP)

Page No: 1 of 2 Run Date : 26-DEC-2007

Ref No : APR003 User : ID

Currency : INDIAN RUPEES

From Date : '01/01/1998' To Date : '26/12/2007' Transaction : All Transactions Document Type : All Documents

Supplier Code: 100 Supplier Name: GOODSWORTH Payment Terms: 60 Days Credit Limit: 0.00

Doc Type	Doc Date	Ref No	Narration	Debit Amount	Credit Amount	Balance Amount	Foreign Amount	Due Date	Other Ref.No	G/L Date
			Opening Balance:	0.00	0.00	0.00				
32	01-AUG-05	NDP00002			28493.10	-28493.10	-7785.00 USD	31-AUG-05	E03493	01-AUG-05
32	01-AUG-05	NDP00003	test		43080.03	-43080.03	-11770.50 USD	31-AUG-05	E03600	01-AUG-05
32	01-AUG-05	NDP00004			5628.34	-5628.34	-1537.80 USD	31-AUG-05	E03600	01-AUG-05
32	01-AUG-05	NDP00005	Tested by Vanessa in presence of Gavin		140.00	-140.00	-140.00 AED	31-AUG-05	VMITEST	01-AUG-05
32	01-AUG-05	NDP00006	Tested DSD invoice by vanessa supervised by Gavin		74.22	-74.22	-20.28 USD	31-AUG-05	F50001	01-AUG-05
			Total Without PDC:	0.00	77415.69					
			Closing Balance Without PDC :		-77415.69					
			Total PDC Amount	0.00						
			Closing Balance PDC Amount							

TYPE	AMOUNT	
	DEBIT	CREDIT
Purchase invoice		77415.69
INVOICE		77415.69
TOTAL:	0.00	77415.69
CLOSING BALANCE:		-77415.69

Capital

Statement of Accounts (AP)

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR004 Name: Statement of Accounts (AP)

Description: Accounts Payable - Statement of Accounts

Output Type: Preview Destination:

Report Mode: Bitmap Format: dft

Copies: 1 Run

Values:

From Date:	01/01/1998	Enter the From Date (DD/MM/YYYY)
To Date:	26/12/2007	Enter the To Date (DD/MM/YYYY)
From Supplier:		Select the Supplier code
To Supplier:		Select the Supplier Code
Ageing(Y/N):		Enter the Ageing (Y/N)
Matching(Y/N):		
Group Code:		Enter Group Code
Transaction Type:		Enter the Transaction Type
Document Type:		Enter the Document Type
Outstanding (Y/N):	Y	Select Y or N

Record: 1/1 <DSC> <DBG>

Capital

Statement Of Account - Accounts Receivable

File View Help

Page: 1

Information Dynamics انفورميشن دايناميكس

P.O.Box: 30448, Dubai, U.A.E., Tel: 04-397 0242, Fax: 04-397 1877, Tlx: 46142 SGRUP EM.

STATEMENT OF ACCOUNT

Page No: 1 of 3 Run Date: 26-DEC-2007
Ref No : APR004 User : ID

GOODSWORTH Code: 100
Post Box.No: . From Date: '01/01/1998'
Tel.:Fax:.. To Date: '26/12/2007 23:59' Payment Terms : 60 DAYS
Credit Limit : 0.00
Currency : DIRHAMS

Date	Type	Reference No	Other Ref.No	Narration	Outstand Debit	Outstand Credit	Foreign Amt
Opening Balance:					0.00	0.00	0.00 USD
01-AUG-05	INV	NDP00002	E03493			28493.10	-7785.00 USD
01-AUG-05	INV	NDP00003	E03600	test		43080.03	-11770.50 USD
01-AUG-05	INV	NDP00004	E03600			5628.34	-1537.80 USD
01-AUG-05	INV	NDP00005	VMITEST	Tested by Vanessa in presence of Gavin		140.00	-140.00 AED
01-AUG-05	INV	NDP00006	F50001	Tested DSD invoice by vanessa supervised by Gavin		74.22	-20.28 USD
Total Excluding PDC :					0.00	77415.69	
Closing Balance Excluding PDC :						77415.69	
Total PDC :					0	0	
Closing Balance :						77415.69	

Capital

Age Analysis (AP)

[Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR005 Name: Age Analysis (AP)

Description: Accounts Payable – Age Analysis

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1 **Run**

Values:

From Supplier: Enter the Valid Customer Code

To Supplier: Enter the Valid Customer Code

Upto Date: 26/12/2007 Enter the Date (DD/MM/YYYY)

Slab1 0 Enter 0 (Zero)

Slab2 30 Enter the Value as 30

Slab3 31 Enter the Value as 31

Slab4 60 Enter the Value as 60

Slab5 61 Enter the Value as 61

Slab6 90 Enter the Value as 90

Slab7 91 Enter the Value as 91

Slab8 180 Enter the Value as 180

Slab9 181 Enter the Value as 181

Slab10 999 Enter the Value as 999

Record: 1/1 List of Values <OSC> <DBG>

APR005: Preview

File View Help

Information Dynamics انشورمينشن دينا ميكيكس

AGE ANALYSIS (AP)

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR005 User : ID

Date: '26/12/2007' From Supplier: '100' To Supplier: '100' Currency: DIRHAMS

SUPPLIER CODE AND NAME	PAY TERM	CURRENT BALANC	'0' - '30'	'31' - '60'	'61' - '90'	'91' - '180'	'181' - '999'	AP BALANCE
100 GOODSWORTH	60 Days	-77415.69						0.00
GRAND TOTALS:		-77415.69						-77415.69

Capital

Group Master Listing (AP)

AP -- GROUP MASTER		
File View Help		
Page: 1 ?		
<div>Information Dynamics انفورميشن دينايميكس</div> <div>Page No: 1 of 1 Run Date: 26-DEC-07</div> <div>Ref No : APR002 User: ID</div>		
GROUP MASTER LISTING (AP)		
Group Code	Account Code	Description
ABC	001001020115001	stafg
AC1	001001020115001	ACCESSORIES
LB	001001020115001	LEATHER BAGS
LB1	001001020115001	LEATHER BAGS
TRCRS	10020502	TRADE CREDITORS

Payment Printing

- [Payment Printing]

Action Edit Block Field Record Query Window Help

Output Type: Preview Printer: No Of Copies: 1

Document Type: From Document Number: To Document Number:

Document printing Journal Voucher printing

List Of Values Available
Record: 1/1 List of Values <OSC> <DBG>

Capital

PDC Listing by Bank

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR017 Name: PDC - Bank(AP)

Description: PDC - Bank(AP) Report

Output Type: Preview Destination:

Report Mode: Bitmap Format: Dfif

Copies: 1

Run

Values:

Bank Code:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

APR017: Preview

File View Help

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR017 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Bank Code & Name	Cheque Date	Cheque Number	Branch	Drawer A/c	Reference No	Foreign Amt	Local Amt
GRAND TOTAL :							

PDC Listing by Supplier

- [Report Calling]

Report: APR016 Name: PDC - Supplier(AP)

Description: PDC - Supplier (AP) Report

Output Type: Destination:

Report Mode: Format:

Copies:

Run

Values:

From Date: Enter the From Date (DD/MM/YYYY)

To Date: Enter the To Date (DD/MM/YYYY)

Supplier: Enter the customer code

Record: 1/1 <OSC> <DBG>

APR016: Previewer

File View Help

ID.jpg

PDC LIST BY SUPPLIER (AP) Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR016 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Customer	Cheque Date	Cheque Number	Branch	Drawer A/c	Bank Code	Reference No	Foreign Amt	Local Amt
GRAND TOTAL :								

Capital

Transaction based on Details

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: APR050 Name: Transactions Based on Detail 1 to 10 AR

Description: Transactions Based on Details

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

AP Code:

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

End Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Detail_1:
Detail_2:
Detail_3:
Detail_4:
Detail_5:
Detail_6:
Detail_7:
Detail_8:
Detail_9:
Detail_10:

Record: 1/1 List of Values <OSC> <DBG>

APR050: Previewer

File View Help

ID.jpg

DETAIL WISE TRANSACTION LIST (AR)

Page No: 1 of 2 Run Date: 26-DEC-2007
Ref No : APR050 User : ID

From Date: '01/01/1998' To Date: '26/12/2007' Base Currency: DIRHAMS

Doc Date	Base Doc	Doc Type	Reference No	Other Ref No	Narration	Allocation A/c Code	Foreign Amount	Local Amount	Balance Amount
01-AUG-05	INV	32	NDP00002	E03493			-7785.00 USD	-28493.10	-28493.10
01-AUG-05	INV	32	NDP00003	E03600	test		-11770.50 USD	-43080.03	-43080.03
01-AUG-05	INV	32	NDP00004	E03600			-1537.80 USD	-5628.34	-5628.34
01-AUG-05	INV	32	NDP00005	VMITEST	Tested by Vanessa in presence of Gavin		-140.00 AED	-140.00	-140.00
01-AUG-05	INV	32	NDP00006	F50001	Tested DSD invoice by vanessa supervised by Gavin		-20.28 USD	-74.22	-74.22
TOTAL:								-77415.69	-77415.69

Capital

Currency-wise Transactions


- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR060 Name: Currency Wise Transactions AP


Description: CURRENCY WISE TRANSACTIONS

Output Type: Preview Destination: 

Report Mode: Bitmap Format: DFLT


Copies: 1 Run


Values:


AP Code: 

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

End Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Currency: 

Base Document: 


Document Type: 

Record: 1/1 List of Values <OSC> <DBG>

APr060: Preview

File View Help

Page: 1 ?

Information Dynamics  انشور دينا ميكنيكس CURRENCY WISE TRANSACTION LISTS (AP) Page No: 1 of 1 Run Date : 26-DEC-2007
Ref No : APR060 User : ID
Base Currency : DIRHAMS
Currency: 'AED'

From Date: '01/01/1998' To Date: '26/12/2007'

Supplier Code & Name :	100	GOODSWORTH							
Date	Base Doc	Type	Reference No	Other Ref No	Narration	Acct.Code	Foreign Amount	Local Amount	Balance Amount
01-AUG-05	INV	32	NDP00005	VMITEST	Tested by Vannessa in presence of Gavin		-140.00 AED	-140.00	-140.00
TOTAL								-140.00	-140.00

Document Prepared and Cancelled on the same day

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR080 Name: EX Document Prepared and Cancelled Same Day AP

Description: DOCUMENTS PREPARED & cancelled SAME DAY

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1

Run

Values:

AP CODE:

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Record: 1/1 List of Values <OSC> <DBG>

APR080: Preview

Information Dynamics

DOCUMENTS PREPARED AND CANCELLED SAME DAY

Page No: 1 of 1 Run Date: 26 DEC 2007

Ref No: 109388 User: IT

From Date: 01/01/1998 To Date: 26/12/2007

Document Number	Base Doc	Doc Type	Doc Date	Other Reference	Narration	Foreign Amt	Local Amt	Reason	Prepared By	Cancelled By
TOTAL										

Capital

Number of Reversals (AP)

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: APR090 Name: EX Number of Reversals AP

Description: NUMBER OF REVERSALS

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 Run

Values:

AP CODE:

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

End Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Record: 1/1 List of Values <OSC> <DBG>

APr090: Previewer

File View Help

Page: 1 ?

Information Dynamics انشورميشن داتا دايكتي © 2006-2008, BAHIA S.A.S., 101 00 001 0000, 101 00 001 0000, 101 00 001 0000

Page No: 1 of 1 Run Date: 26-DEC-2007
Ref No : APR090 User : ID

NUMBER OF REVERSALS IN AP

From Date : '01/01/1998' To Date : '26/12/2007'

Date	Base Document	Document Type	Vouchers
TOTAL			

1

Number of Cancelled Documents (AP)

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: APR100 Name: EX Number of Cancelled Documents AP

Description: NUMBER OF CANCELLED DOCUMENTS

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1

Run

Values:

AP CODE:

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

End Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Record: 1/1 List of Values <OSC> <DBG>

APr100: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR100 User : ID

NUMBER OF CANCELLED DOCUMENTS IN AP

From Date : '01/01/1998' To Date : '26/12/2007'

Date	Base Document	Document Type	Cancelled
TOTAL			

Capital

AP with Credit Balance

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: APR130 Name: EX Debit Balance in AP for > Days

Description: DEBIT BALANCE IN AP

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 Run

Values:

Start AP CODE: End AP CODE:

APr130: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR130 User : ID

DEBIT BALANCE IN AP

Supplier Code	Name	DR Balance Without PDC	Balance PDC
---------------	------	------------------------	-------------

Capital

Payment Date < Due Date of the Matched Documents (AP)


- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR160 Name: Receipt Date < Due Date of the Matched Docs AP


Description: RECEIPT DATE < DUE DATE

Output Type: Preview Destination: 

Report Mode: Bitmap Format: Dfif

Copies: 1 Run

Values:

AP CODE: 

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the From Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

APr160: Preview

File View Help

Page: 1 ?

Information Dynamics انشورميشن دايناميكس

PAYMENT DATE < DUE DATE OF THE MATCHED DOCS AP

Page No: 1 of 1 Run Date: 26-DEC-2007
RefNo : APR160 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Base Doc	Document Number	Doc Date	Narration	Local Amt	Match Doc No	M Doc Dt	Due Date	Match Amt	Days
AVERAGE									

Capital

Payment Date > Due Date of the Matched Documents (AP)

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR150 Name: Receipt Date > Due Date of the Matched Docs AP

Description: Receipt Date > Due Date

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AP CODE:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Record: 1/1 List of Values <OSC> <DBG>

APR150: Preview

File View Help

Page: 1

Information Dynamics

PAYMENT DATE > DUE DATE OF THE MATCHED DOCS AP

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref.No : APR150 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Base Doc	Document Number	Doc Date	Narration	Local Amt	Match Doc No	M Doc Dt	Due Date	Match Amt	Days
AVERAGE									

Capital

Average Performance

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR170 Name: Average Performance for the AP

Description: Average Performance AP

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AP Code:

Year: 1999

Record: 1/1 List of Values <OSC> <DBG>

APr170: Previewer

File View Help

Page: 1

Information Dynamics كشور ميشتن داتامينيگس

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR170 User : ID

Currency: DIRHAMS

AVERAGE PERFORMANCE FOR THE MONTH -

Base Document	Description	Debit Amount	Credit Amount	Percentage
INV	INVOICE		149872.19	100.00
TOTAL			149872.19	

Capital

AP Master Listing

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR300 Name: AP Master Listing

Description: AP Master Listing

Output Type: Preview Destination:

Report Mode: Bitmap Format: Dfif

Copies: 1

Run

Values:

Supplier Code:

Detail (Y/N): Y

Record: 1/1 List of Values <OSC> <DBG>

APr300: Previewer

File View Help

Page: 2

Information Dynamics

AP MASTER LISTING

Page No: 2 of 34 Run Date: 26-DEC-2007

Ref No : APR300 User : ID

Supplier Code	: 100	Telex	:
Supplier Name	: GOODSWORTH	E-Mail	:
P.O.Box No	:	Payable Type	: Credit
Address Line 1	:	Status	: Normal
Address Line 2	:	Limit Type	: No Limit
Address Line 3	:	Limit Amount	: 0.00
Telephone	:	Add Up %	: 0
Fax	:	Final Limit	: 0.00
Analysis Details:-		Credit Days	: 60
Location	Salesman	Industry	Balance
			: -2261376.06

Group Details:-

Group Code	Description
TRCRS	TRCRS

Addition Currency:-

Currency Code	Name
AED	DIRHAMS

Capital

Subsequent Collections Report

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR390 Name: Subsequent Collection Rpt

Description: Subsequent Collection Rpt

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 Run

Values:

Supplier Code: Select the Valid Supplier Code

Year: 2000 Enter the Year as(YYYY - 2000)

Detail/Summary: N Select Y or N for Detail / Summary

Record: 1/1 List of Values <OSC> <DBG>

APr390: Previewer

File View Help

Page: 1

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR390 User : ID

SUBSEQUENT COLLECTION REPORT (AP)

Supplier Code: '100' GOODSWORTH Year: 2000

Year	Period	Document	Original Amount	Balance Amount
TOTAL :				

Capital

AP Transaction Listing

[Report Calling]

Action Edit Block Field Record Query Window Help

Report: APR030 Name: AP Transaction Listing

Description: TRANSACTION LISTING AP

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

AP Code:

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Credit / Debit / Both: B Credit/Debit/All Transactions

Outstandings (Y/N): N Outstanding Transactions only / All

Transaction List: Y Transaction List Required Yes/No

Record: 1/1 List of Values <OSC> <DBG>

APr030: Preview

File View Help

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR030 User : ID

From Date: '01/01/1998' To Date: '26/12/2007' Base Currency: DIRHAMS

Supplier Code & Name	Doc Date	Reference No	Other Ref No	Narration	Allocation A/c.Code	Foreign Amount	Local Amount	Balance Amount
100 GOODSWORTH	01-AUG-05	NDP00002	E03493			-7785.00 USD	-28493.10	-28493.10
100 GOODSWORTH	01-AUG-05	NDP00003	E03600	test		-11770.50 USD	-43080.03	-43080.03
100 GOODSWORTH	01-AUG-05	NDP00004	E03600			-1537.80 USD	-5628.34	-5628.34
100 GOODSWORTH	01-AUG-05	NDP00005	VMITEST	Tested by Vanessa in presence of Gavin		-140.00 AED	-140.00	-140.00
100 GOODSWORTH	01-AUG-05	NDP00006	F50001	Tested DSD invoice by vanessa supervised by Gavin		-20.28 USD	-74.22	-74.22
M01 MOSAIC FASHIONS PLC	19-MAY-07	PDP00004	EYE001	EYE001		-9994.00 UKP	-72456.50	-72456.50
TOTAL:							-149872.19	-149872.19

Capital

Document Matching List (AP)

[Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR040 Name: Document Matching List AR

Description: Document Matching

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

AP Code:

Start Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

End Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Document No:

Record: 1/1 List of Values <OSC> <DBG>

APr040: Previewer

File View Help

Page: 1

Information Dynamics انشورميشن دايناميكس

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR040 User : ID

DOCUMENT MATCHING LIST (AP)

Capital

Black Listed (AP)

- [Report Calling]

Action Edit Block Field Record Query Window Help

C00130 Information Dynamics SUPER USER

Report: APR120 Name: EX Black Listed AP

Description: BLACK LISTED AP

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1

Run

Values:

Start AP CODE:

End AP CODE:

Record: 1/1 List of Values <OSC> <DBG>

APr120: Previewer

File View Help

Page: 1

Information Dynamics انفورميشن داینامیکس

BLACK LISTED (AP)

Page No: 1 of 1 Run Date: 26-DEC-2007

RefNo : APR120 User : ID

Supplier Code	Supplier Name	Address	Receivable Type
---------------	---------------	---------	-----------------

Document Approval Details

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR190 Name: Document Approval Details

Description: Approval Details

Output Type: Preview Destination:

Report Mode: Bitmap Format: dflt

Copies: 1

Run

Values:

AP Code:

From date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document:

Document Type:

Document Number:

Record: 1/1 List of Values <OSC> <DBG>

APr190: Preview

File View Help

Page No: 1 of 1 Run Date: 26-DEC-2007

RefNo : APR190 User : ID

DOCUMENT APPROVAL DETAILS (AP)

From Date : '01/01/1998' To Date : '26/12/2007'

Document Number	Local Amount	Created By	Created On	Approved / Rejected By	Received Date/Time	Approved Date/Time	Status	Reason (If Rejected)

Capital

AP Opening Balance

- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR400 Name: AP Opening Balance Details

Description: AP OPENING BALANCE DETAILS

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

Apt Code

Apt Group

From Date: 26/12/2007 Date format : DD/MM/YYYY

To Date: 26/12/2007 Date format : DD/MM/YYYY

Record: 1/1 List of Values <OSC> <DBG>

Apr400: Preview

File View Help

Information Dynamics انشور ميديشن داتا دينا ميديشن

AP Opening Balance Details Page No : 1 of 1 Run Date : 26 DEC 2007

Ref No : APR400 User : ID

From date : '26/12/2007' To date : '26/12/2007'

AP Code	AP Name	Document Type	Document Number	Doc Date	Currency	Foreign Amount	Local Amount
100	GOODSWORTH	BANK_PAY	BPAY-2005-00001	13-FEB-05	AED	100.00	100.00
		PUR_INV	PURIN-2005-00001	13-FEB-05	AED	200.22	200.20
							300.20
						Grand Total :	300.20

Summary Details

AP Group Code	Group Name	Local Amount
TRCRS	TRADE CREDITORS	300.20
	Total :	300.20

Capital

Not Approved Vouchers (AP)


- [Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR110 Name: EX Not Approved Vouchers AP


Description: NOT APPROVED VOUCHERS

Output Type: Preview Destination: 

Report Mode: Bitmap Format: DFLT


Copies: 1 Run


Values:

AP CODE: 

From Date: 01/01/1998 Enter the From Date (DD/MM/YYYY)

To Date: 26/12/2007 Enter the To Date (DD/MM/YYYY)

Base Document: 

Document Type: 

Record: 1/1 List of Values <OSC> <DBG>

APr110: Preview

File View Help

Information Dynamics انشور ميكنن داتابيس

NOT APPROVED VOUCHERS

Page No: 1 of 1 Run Date: 26-DEC-2007

Ref No : APR110 User : ID

From Date : '01/01/1998' To Date : '26/12/2007'

Document Number	Doc Type	Doc Date	Other Reference	Narration	Foreign Amt	Local Amt	Received Date	Rejected By	Reason
TOTAL									

Capital

Payable Cheque Printing

The screenshot shows a 'Report Calling' dialog box with the following fields and options:

- Report: APR410
- Name: Payable Cheque Printing
- Description: Payable Cheque Print
- Output Type: Preview (dropdown)
- Destination: (empty field)
- Report Mode: Bitmap (dropdown)
- Format: DFLT
- Copies: 1
- Run button
- Document No: (empty field)
- Values: (empty field)
- Record: 1/1
- List of Values <OSC> <DBG>

Limit Base Master Listing

The screenshot shows a 'LIMIT MASTER LISTING' report window with the following details:

- Page No: 1 of 1
- Run Date: 26-DEC-07
- Ref No : APR001
- User: ID
- Information Dynamics logo and text: انفورميشن دايناميكس
- LIMIT BASE MASTER LISTING (AP)
- Table with columns: Limit Code, Description

Duplicate Printing


- [Accounts Reports]

Action Edit Block Field Record Query Window Help


CO0160 Information Dynamics SUPER USER

DUPLICATE PRINTING

INVOICE / DEBIT NOTE / CREDIT NOTE PRINTING (AR)

Document Number:  **Run**

INVOICE / DEBIT NOTE / CREDIT NOTE PRINTING (AR)

Document Number:  **Run**

Record: 1/1 List of Values <OSC> <DBG>

Capital

Tcr320: Previewer

File View Help

Page: 1

DEBIT NOTE

ADDRESS:-

Name : .
P.BOX:..
.
.
Code : 22336 :

DOCUMENT DETAILS:-

Document Number : SDNR-2006-00002
Document Date : 09-APR-06
Due Date : 09-APR-06
Other Ref : VPW01000157
User Code : 501
Page No : 1 of 1

Description	Currency	Foreign Amount	Amount in (AED)
	AED	5.00	5.00
Grand Total DIRHAMS FIVE ONLY			5.00

For INFORMATION DYNAMICS

Prepared by : Approved by : Acknowledged By :

Capital

Consolidated Statement of Accounts

APr070: Previewer

File View Help

Page: 1 ?

STATEMENT OF ACCOUNT

Page No: 1 of Run Date: 26-DEC-2007
Ref No : APr070 User : ID

From AR:

Post Box No. :

Code: 22337 Payment Terms : 0 DAYS
From Date : '01/01/1998' Credit Limit : 0.00
To Date : '26/12/2007' Currency : DIRHAMS

Date	Type	Reference No	Other Ref.No	Narration	Outstand Debit	Outstand Credit	Foreign Amt
Opening Balance:					0.00	0.00	0.00
16-APR-06	INV	OSL00009	501/W01/060416/00005	CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00005	10.00		10.00 DHS
16-APR-06	INV	OSL00010	501/W01/060416/00005	CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00005	10.00		10.00 DHS
16-APR-06	INV	OSL00011	501/W01/060416/00005	CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00005	10.00		10.00 DHS
16-APR-06	INV	OCN00039	501/W01/060416/00006	CREDIT CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00006		1198.00	-1198.00 DHS
16-APR-06	INV	OCN00040	501/W01/060416/00006	CREDIT CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00006		1198.00	-1198.00 DHS
16-APR-06	INV	OCN00041	501/W01/060416/00006	CREDIT CUSTOMER SALES FOR LOCATION - W01 501/W01/060416/00006		1198.00	-1198.00 DHS
Total Transactions :					30.00	3594.00	
Total Transactions With Opening Balance :					30.00	3594.00	
Closing Balance Due To You / Due TO Us :						3564.00	

Capital

Age Analysis as on date

[Report Calling]

Action Edit Block Field Record Query Window Help

CO0130 Information Dynamics SUPER USER

Report: APR005A Name: Age Analysis(As on date)

Description: Age Analysis(As on date)

Output Type: Preview Destination:

Report Mode: Bitmap Format: DFLT

Copies: 1 **Run**

Values:

From Supplier: Enter the Valid Customer Code

To Supplier: Enter the Valid Customer Code

Slab1 0 Enter 0 (Zero)

Slab2 30 Enter the Value as 30

Slab3 31 Enter the Value as 31

Slab4 60 Enter the Value as 60

Slab5 61 Enter the Value as 61

Slab6 90 Enter the Value as 90

Slab7 91 Enter the Value as 91

Slab8 180 Enter the Value as 180

Slab9 181 Enter the Value as 181

Slab10 999 Enter the Value as 999

Group Code: Select the Group Code

Record: 1/1 List of Values <OSC> <DBG>

APR005A: Preview

File View Help

Information Dynamics AGE ANALYSIS (AP)

Page No: 1 of 1 Run Date: 26 DEC 2007

Ref No: APR005A User: ID

Date: 26/12/2007 Currency: DIRMARS

SUPPLIER CODE AND NAME	PAY TERM	CURRENT BALANCE	'0' - '30'	'31' - '90'	'91' - '99'	'01' - '180'	'181' - '999'	AP BALANCE
100 GOODWORTH	60 Days	-77415.69					-77415.69	0.00
3003 MOHADI FASHIONS PLC	30 Days	-72456.50					-72456.50	0.00
GRAND TOTALS:		-149872.19					-149872.19	

1 4

Information Dynamics